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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

3.30

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ANNE LEE ENG
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16/97

FINANCE AND OPERATIONS COMMITTEE

AGENDA

REGULAR MEETING

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Monday, June 16, 1997
War Memorial Performing Arts Center
401 Van Ness Avenue, Room 430*

6 p.m.

1. Call to Order by Committee Chair, Commissioner Steven Krefting
2. Commnications
3. Discussion and approval of modifications in FY 1997-98 Department of the Environment Budget **ACTION**
4. Discussion and approval of modifications in Department of the Environment staffing plan for FY 1997-98 **ACTION**
5. Discussion of a process for review and amendment of the Sustainability Plan
6. Public Comment
7. Adjournment

*This meeting is being held in a different room from the Commission's regular meeting location.

1540 MARKET STREET, SUITE 160, SAN FRANCISCO, CALIFORNIA 94102
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FINANCE AND OPERATIONS COMMITTEE

AGENDA

REGULAR MEETING

MONDAY, JULY 21, 1997
WAR MEMORIAL PERFORMING ARTS CENTER
401 VAN NESS AVENUE, ROOM 430*

6 P.M.

1. Call to Order by Committee Chair, Commissioner Steven Krefting
2. Communications
3. Discussion and Approval of Modifications in Department of the Environment staffing plan for FY 1997-98 **ACTION**
4. Discussion of a process for review and amendment of the Sustainability Plan **INFORMATION**
5. Public Comment/Other Business
6. Adjournment

- This meeting is being held in a different room from the Commission's regular meeting location.

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DRAFT MINUTES OF
FINANCE &OPERATIONS COMMITTEE MEETING
JULY 21, 1997

1. **Call to Order**: The meeting was called to order by Chairperson Krefting at 6:15 p.m. Present were Commissioners Okamoto and Richardson, Director Magilavy and Secretary Chow.

2. **Communications** - There was a discussion of mixed press coverage of the Sustainability Plan and its endorsement by the Health, Family and Environment Committee and the full Board of Supervisors.

3. **Modifications in the Department Staffing Plan for FY 1997-98**

   No action was taken since the Commission has already acted upon this item.

   A problem has arisen with requests for research and analysis from the Board of Supervisors and other agencies. The Department has neither the time nor the staff to address requests without further funding. The sole staff person with environmental expertise, Director Magilavy, is already over-committed, and cannot undertake the extensive task associated with requests to assess the clean-up of contaminated commercial and residential sites in Bayview-Hunters Point, as well as the environmental status of the Giants ballpark area.

   After further discussion, Commissioner Okamoto moved and the Committee unanimously passed the following:

   RESOLVED, that the director be requested to ask the Board of Supervisors for supplemental funding in order to enable the agency to respond to requests for research and analyses of various projects.

   Commissioner Richardson moved and the Committee unanimously passed the following:

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RESOLVED, that the Committee urges the director to begin seeking outside funding for various department projects.

4. **Process for Review and Amendment of the Sustainability Plan**

There was discussion of whether there should be a scheduled time for considering amendments or whether requests for modification be dealt with on an *ad hoc* basis. Director Magilavy expressed the advisability of discouraging amendments to the Sustainability Plan for at least a year. Commissioner Richardson expressed the need to agree on a process for handling requests for review and proposed amendments to the Sustainability Plan. Commissioner Okamoto favored setting a certain time of the year for considering amendments. It was agreed to begin drafting some proposed procedures.

5. **Public Comment/Other Business**

There was no comment from a public member present.

Under new business, the Chair indicated that two items would be placed on next month's agenda for discussion and action:

1) A request from Commission President Vietor that the Commission discuss allocation of staff time in accordance with programmatic priorities as determined by the Commission;

2) That the process of the annual evaluation of the Director be addressed.

6. **Adjournment**

The meeting was adjourned at 7:20 p.m.

Christopher Chow
Commission Secretary

RESOLUTIONS OF THE FINANCE & OPERATIONS COMMITTEE MEETING OF JULY 21, 1997

RESOLVED, that the director be requested to ask the Board of Supervisors for supplemental funding in order to enable the agency to respond to requests for research and analyses of various projects.

RESOLVED, that the Committee urges the director to begin seeking outside funding for various department projects.

COMMISSION ON THE ENVIRONMENT
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FINANCE AND OPERATIONS COMMITTEE

AGENDA

REGULAR MEETING

Monday, August 18, 1997
War Memorial and Performing Arts Center
401 Van Ness Avenue, Room 430*

6 p.m.

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1. Call to Order by Committee Chair , Commissioner Steven Krefting
2. Approval of Minutes of Committee Meeting of July 21, 1997 **ACTION**
3. Communications
4. Procedures for Amending the Sustainability Plan **ACTION**
5. Allocation of Staff Time on Priority Issues **ACTION**
6. Procedures for Evaluation of Department Director **ACTION**
7. Public Comment/Other Business
8. Adjournment

*Not the Commission's regular meeting location.

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DRAFT MINUTES OF FINANCE & OPERATIONS COMMITTEE MEETING OF AUGUST 18, 1997

1. The meeting was called to order at 6:08 p.m. by Chairperson Krefting. Present were Commissioners Okamoto and Vietor. Commissioner Richardson was absent. Director Magilavy and Secretary Chow of the Department of the Environment were also present.

2. Following a grammatical correction, the draft minutes of the previous meeting of July 21, 1997 were unanimously approved upon motion by Commissioner Okamoto.

3. Communications – Commissioner Okamoto asked about the status of the U.S. Environmental Protection Agency Challenge Grant proposal. Director Magilavy said it would be completed by Thursday, August 21, 1997 and all Commissioners would receive a copy as soon as practicable.

4. Discussion of the draft resolution concerning the process for reviewing and amending the Sustainability Plan focused on setting either a two-year, three-year or five-year interval for periodic review and consideration of proposals for amendment.

   The following resolution, moved by Commissioner Vietor, was carried unanimously:

   RESOLVED, that technical amendments to the Sustainability Plan which do not cause substantive changes in the proposals will be considered as they arise and will be reviewed by the Finance and Operations Committee prior to consideration by the full Commission; and

   FURTHER RESOLVED, that substantive amendments and new proposals will be placed in a queue for review by the Finance and Operations Committee prior to consideration and action by the Commission and possible referral to the Board of Supervisors for amendment during regular reviews of the Sustainability Plan at two-year interevals commencing from the date of adoption of the Sustainability Plan by the Board of Supervisors (July 21, 1997).

5. Allocation of Staff Time on Priority Issues – Director Magilavy presented a sample print-out of the TimeSlip software that she uses to document her time allocation on various tasks and projects. The committee discussed the distribution of staff time overall and requested that more information (including the time allocation of the Commission secretary/department public outreach coordinator) be brought to the committee. Consideration of this agenda item was continued to the next meeting of the committee.

6. Procedures for Evaluation of the Department Director – The committee requested a rough draft of the director's annual workplan and allocation of staff activities by the end of September.

Upon motion by Commissioner Okamoto the following resolution was unanimously carried:

RESOLVED, that the Finance and Operations Committee recommends to the Commission on the Environment that

a) the director draft a workplan for 1997-98 by September 27, 1997 for the Commission's review;

b) the workplan be approved by the Finance and Operations Committee at its October 20th meeting;

c) the workplan come before the Commission on the Environment in November;

d) the performance planning meeting with the director be conducted at the November meeting of the Finance and Operations Committee;

e) the progress report meeting with the director be conducted at the January, 1998 meeting of the Finance and Operations Committee;

f) the performance appraisal meeting with the director be conducted at the end of FY 1997-98.

FURTHER RESOLVED, that the meetings be conducted by the Finance and Operations Committee along with the President of the Commission on the Environment.

Committee Chairperson Commissioner Krefting also requested that the Commission secretary research the prevailing rules and practices concerning the relationships between the other secretaries and commissions of the City and County of San Francisco and prepare a rough draft of an annual workplan. The Chair also scheduled discussion of the Commission secretary's role and workplan and procedures for evaluating the secretary for the next committee meeting in September.

7. Public Comment/Other Business - There were no members of the public present. Commissioner Vietor confirmed that the Commission's next retreat/special meeting was scheduled for Saturday, September 27, 1997 from 9 a.m. to 1 p.m. at Tetra Tech EM, Inc., 135 Main Street and Mission Street.

8. The meeting was adjourned at 7:30 p.m.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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FINANCE AND OPERATIONS COMMITTEE

AGENDA

REGULAR MEETING
Monday, September 15, 1997
War Memorial and Performing Arts Center
401 Van Ness Avenue, Room 430*
6 p.m.

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1. Call to Order by Committee Chair , Commissioner Steven Krefting
2. Approval of Minutes of Committee Meeting of August 18, 1997 **ACTION**
3. Communications
4. Resolution Procedures and Agenda Structure for the Commission **ACTION**
5. Procedures for Evaluation of Department Director **ACTION**
6. Commission Secretary Scope of Work & Workplan **ACTION**
7. Other Business/Public Comment
8. Adjournment

*Not the Commission's regular meeting location.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

REGULAR MEETING

Monday, October 20, 1997
War Memorial Performing Arts Center
401 Van Ness Avenue, Room 430*

6 p.m.

1. Call to Order and Introductions
2. Approval of minutes of previous meeting of September 15, 1997 — ACTION
3. Communications — INFORMATION
4. Evaluation of department director position — ACTION
5. Annual Workplans for department director and commission secretary/public outreach coordinator — ACTION
6. Assessment of other city departments' environmental functions — INFORMATION
7. Reviewing outside funding proposals — INFORMATION
8. Other Business/Public Comment — INFORMATION
9. Adjournment

*Not the regular meeting location of the Commission.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

REGULAR MEETING

Monday, November 17, 1997
War Memorial Performing Arts Center
401 Van Ness Avenue, Room 430*

6 p.m.

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1. Call to Order and Introductions
2. Approval of minutes of previous meeting, September 15, 1997 — **ACTION**
3. Evaluation of department director position and commission secretary position — **ACTION**
4. Annual Workplans for department director and commission secretary/public outreach coordinator — **ACTION**
5. Assessment of other city departments' environmental functions — **INFORMATION**
6. Reviewing outside funding proposals — **INFORMATION**
7. Other Business/Public Comment — **INFORMATION**
8. Adjournment

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FINANCE AND OPERATIONS COMMITTEE

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REGULAR MEETING

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Monday, December 15, 1997
War Memorial and Performing Arts Center
401 Van Ness Avenue, Room 430*

6 p.m.

1. Call to Order by Committee Chair , Commissioner Steven Krefting
2. Approval of Minutes of Committee Meeting of November 17, 1997 **ACTION**
3. Communications
4. Review Outside Funding Proposals **ACTION**
5. Department of the Environment Budget for FY 1998-99 **ACTION**
6. Commission Secretary /Public Outreach Coordinator Workplan **ACTION**
7. Other Business/Public Comment
8. Adjournment

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DRAFT MINUTES OF FINANCE & OPERATIONS COMMITTEE MEETING OF DECEMBER 15, 1997

1. Call to Order: Chairperson Steven Krefting, Commissioners Okamoto and Richardson. Director Magilavy and Secretary Chow were present.

2. Minutes of previous meeting of November 17, 1997 were unanimously approved upon motion by Commissioner Richardson.

3. Communications. None.

4. Review Outside Funding Proposals. No new proposals presently. The department is looking into a possible opportunity with the Gap Foundation.

5. Department of the Environment Budget for FY 1998-99. Director Magilavy presented a draft, preliminary budget for the next fiscal year. Members commented that the budget looked very lean and advised the director to draft an expanded budget to reflect the department's programming needs and mandates.

6. Commission Secretary/Public Outreach Coordinator Workplan. The committee reviewed the draft submitted by the commission secretary/public outreach coordinator and upon motion by Commissioner Richardson, unanimously accepted the draft with recommended amendments. The formal workplan will be submitted at the next meeting of the committee.

7. Other Business/Public Comment. The committee discussed the draft workplan for re-organizing city departments' environmental functions into the Department of the Environment and City Administrator Bill Lee's suggestion that an outside objective analyst (such as Deloitte & Touche) be retained, perhaps on a pro bono basis, to assist with the re-organizational review.

8. The meeting was adjourned at 6:45 p.m.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA
January 26, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, December 15, 1997	**ACTION**
3.	Communications	
4.	Review Outside Funding Proposals	**ACTION**
	a. Green Community Development Forum/Columbia Foundation	
5.	Department of the Environment Budget for FY 1998-99	**ACTION**
6.	Fact Sheet Funding	**ACTION**
7.	Clarification of Director's Workplan	**ACTION**
8.	Commission Secretary/Public Outreach Coordinator Workplan	**ACTION**
9.	Other Business/Public Comment	**INFORMATION**
10.	Adjournment	

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(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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DRAFT MINUTES OF
FINANCE AND OPERATIONS COMMITTEE
Regular Meeting, January 26, 1998

1. **Call to Order and Introductions**. The meeting was called to order by Chairperson Steven Krefting at 6:15 p.m. Present were Commissioner Linda Richardson, Director Magilavy, and Secretary Chow.

2. **Minutes of the previous meeting of November 17, 1997** were unanimously approved upon motion by Commissioner Richardson.

3. **Communications.** None.

4. **Review Outside Funding Proposals**. Discussion focused on how grant funds, such as those from the Columbia Foundation for a sustainable communities development forum should be handled. The funds could go to an outside, independent non-profit, tax-exempt organization (classified 501c the Internal Revenue Service), or to the Department of the Environment, which could then contract implementation of the grant to an outside organization. The committee decided to ask the department director to convene a steering committee, including Commissioner Vietor, to develop procedures for receiving outside funding. Item referred to the next meeting with the intent of developing a resolution to establish Commission policy.

5. **Department of the Environment Budget for FY 1998-99**. Director Magilavy presented a second draft of a 1998-99 fiscal year budget that reflects the programming needs and objectives of the department. Commissioner Richardson stressed that our allocations for public outreach, postage, and materials reproduction and dissemination "should have parity with the larger departments" whose service constituencies are similar to the Environment's. Director Magilavy said there is still much work to be done because she is awaiting pertinent information from the Controller's Office and further guidance from the Mayor's Budget Office. The item was referred to a special meeting of the Finance and Operations Committee set for Monday, February 9, 1998 at 6:00 p.m. in Room 430, 401 Van Ness Avenue.

6. **Fact Sheet Funding**. At the suggestion of Barney Popkin, GeoSciences Team Leader at Tetra Tech EM, Inc., a world-wide environmental consulting firm, and member of the Hazardous Materials Advisory Committee to the Board of Supervisors, the department submitted a request to Tetra Tech EM, Inc., for a small grant to fund the publication and/or printing of various public information materials, such as the *Guide to Environmental Services,* and fact sheets on various environmental topics developed by the department. The request has been forwarded to the firm's headquarters in Chicago, Illinois for action. This item was referred to the next regular meeting.

7. **Clarification of Director's Workplan**. This item was referred to the next meeting for further discussion and action.

8. **Commission Secretary/Public Outreach Coordinator Workplan**. This item was referred to the next meeting.

9. **Other Business/Public Comment.** Commissioner Richardson asked if the binders of information and materials for the commissioners were set up yet. Chairperson Krefting reported that Commissioner Vietor was concerned about jet skis causing pollution in the Bay and the waters off the Golden Gate National Recreation Area (oil leaks and gasoline dumping from the jet skis). Members also discussed taking a position on the proposals for keeping the de Young Museum in Golden Gate Park and plans for constructing an underground garage to serve that part of the park.

10. **Adjournment.** The meeting was adjourned at 7:47 p.m.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA
Special Meeting

FEBRUARY 5, 1998

6 :30 p.m.
Room 430,* 401 Van Ness Avenue, San Francisco, California

1. Call to Order and Introductions
2. Approval of Minutes of Previous Meeting, January 26, 1998 **ACTION**
3. Communications
4. Department of the Environment Budget for FY 1998-99 **ACTION**
5. Other Business/Public Comment **INFORMATION**
6. Adjournment

*** Not the regular meeting location of the Commission.**

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Air Quality

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Public Transportation

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Accessibility of Meeting Location

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NOTICE OF CANCELLATION OF MEETING

THE SPECIAL MEETING OF THE FINANCE AND OPERATIONS COMMITTEE

SCHEDULED FOR
THURSDAY, FEBRUARY 5, 1998
6:30 P.M.
HAS BEEN CANCELLED

AND RE-SCHEDULED FOR
MONDAY, FEBRUARY 9, 1998
6 P.M.
AT ROOM 430, 401 VAN NESS AVENUE, SAN FRANCISCO

CHRISTOPHER CHOW
COMMISSION SECRETARY

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FINANCE AND OPERATIONS COMMITTEE
Special Meeting

NOTICE AND AGENDA

6 p.m.
Room 430, War Memorial Performing Arts Center
401 Van Ness Avenue, San Francisco, California

1. Call to Order and Introductions
2. Approval of Minutes of Previous Meeting, January 26, 1998 **ACTION**
3. Communications
4. Department of the Environment Budget for FY 1998-99 **ACTION**
5. Other Business/Public Comment **INFORMATION**
6. Adjournment

* **Not the regular meeting location of the Commission.**

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DRAFT MINUTES OF
FINANCE AND OPERATIONS COMMITTEE
Special Meeting

February 9, 1998

1. **Call to Order and Introductions.** The meeting was called to order at 6:12 p.m. by Chairperson Krefting. Present were Commissioner Richardson, Director Magilavy and Secretary Chow.

2. **Approval of the Minutes of the Previous Meeting, January 26, 1998,** as amended, were moved by Commissioner Richardson and carried unanimously.

3. **Communications.** None

4. **Department of the Environment Budget for FY 1998-99.** Director Magilavy distributed drafts of the proposed FY 1998-99 budget and noted that Commissioner Richardson had requested that an increase in the Commissioners' stipends be included, two new program staff positions for technical support for the Commission and the Department's projects. Additional requests included $4,500 for translation of outreach and educational materials into Spanish and Chinese. Upon motion by Commissioner Richardson the Committee unanimously recommended forwarding the budget proposal to the full Commission for consideration.

5. **Other Business/Public Comment.** None.

6. **Adjournment.** The meeting was adjourned at 7:40 p.m.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA
Monday, March 16, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, February 9, 1998	**ACTION**
3.	Communications	
4.	Approve submission of proposal to the U.S. EPA for a grant under their EMPACT program	**ACTION**
5.	Department of the Environment Budget for FY 1998-99	**INFORMATION**
6.	Approve Department participation in Drafting Healthy Air Legislation sponsored by Supervisor Ammiano	**ACTION**
7.	Approve potential DOE collaboration with Solid Waste Management Program on a public information center	**ACTION**
8.	Progress of Brownfields Projects City-wide	**INFORMATION**
9.	Adoption of Policy Prohibiting Violence in the Workplace	**ACTION**
10	DOE Director Performance Review Process	**DISCUSSION**
11.	Commission Secretary/Public Outreach Coordinator Job Description	**DISCUSSION**
12.	Other Business/Public Comment	**INFORMATION**
13.	Adjournment	

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(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA
Monday, April 20, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions.	
2.	Approval of Minutes of Previous Meeting, February 9, 1998.	**ACTION**
3.	Communications.	**INFORMATION**
4.	Approve submission of proposal to the U.S. EPA for a grant under their EMPACT program	**ACTION**
5.	Department of the Environment Budget for FY 1998-99.	**INFORMATION**
6.	Guidelines regarding participation by the Department of the Environment in the drafting of legislation by the Mayor or members of the Board of Supervisors.	**ACTION**
7.	Approve potential DOE collaboration with Solid Waste Management Program on a public information center.	**ACTION**
8.	Progress of Brownfields Projects City-wide.	**INFORMATION**
9.	Adoption of Policy Prohibiting Violence in the Workplace.	**ACTION**
10	DOE Director Performance Review Process.	**ACTION**
11.	Commission Secretary/Public Outreach Coordinator Job Description.	**INFORMATION**
12.	Annual Report for the Commission on the Environment and/or Department of the Environment	**INFORMATION**
13.	Other Business/Public Comment	**INFORMATION**
14.	Adjournment.	

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(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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DRAFT MINUTES
FINANCE AND OPERATIONS COMMITTEE
MONDAY, APRIL 20, 1998

1. **Call to Order and Introductions.** The meeting was called to order at 6:15 p.m. by Chairperson Krefting. Present were Commissioner Okamoto and Director Magilavy. Commissioner Richardson was absent.

2. **Approval of Minutes of February 9, 1998.** Upon motion by Commissioner Okamoto, unanimously adopted.

3. **Communications**. None.

4. **Approve submission of proposal to the U.S. EPA for a grant.** The director described a potential proposal to the U.S. Environmental Protection Agency (EPA) for the Environmental Monitoring for Public Access and Community Tracking (EMPACT) program. The Department of the Environment would be the lead managing agency of a collaboration. Discussions so far were with the San Francisco Transportation Authority and the Solid Waste Management Program. The San Francisco Urban Institute at San Francisco State University was also a possibility. The project would use the framework of some of the sustainability plan indicators to collect environmental data and present it to the public in a timely fashion. Upon motion by Commissioner Okamoto, a resolution authorizing the director to prepare a proposal for the Commission's review was unanimously adopted. [File No. FOC-002-98]

5. **Department Budget for FY 1998-99.** File No. FOC-001-98. No news.

6. **Guidelines regarding participation by DENV in the drafting of legislation by the Mayor or the Board of Supervisors.** Upon motion by Commissioner Okamoto, it was agreed that the director would handle these requests on a case by case basis, and consult with the president regarding these requests and their implications. [File No. FOC-003-98]

7. **Approve potential Department collaboration with Solid Waste Management Program on a public information center.** Upon motion by Commissioner Okamoto, it was unanimously agreed to request the director to continue preliminary discussions with the Solid Waste Management Program on a public information center. [File No. FOC-004-98]

8. **Progress of brownfields projects city-wide.** Director Magilavy reported that the Phase I study of the pilot site (3,000 acres in Bayview-Hunters Point) has been completed. (Noting that the document itself was several hundred pages printed on one side, the director said a city policy for double-sided copying by every city department should be proposed.) The city's economic development director, Mr. Kofi Bonner, reportedly is seeking private developers to help start brownfields projects. A

possible next step is to form a brownfields working group in the City and County of San Francisco with community groups and others.

9. **Adoption of policy prohibiting violence in the workplace.** Contingent on Director Magilavy obtaining clarification of the definition of weapons as contained in California Penal Code Section 12020, upon motion by Commissioner Okamoto, the committee unanimously adopted the Policy as amended (substituting "other weapons" for "knives"). (The item will be placed on the Commission's consent calendar at the next meeting on May 12 under File No. FOC-005-98.)

10. **Department Director Performance Review Process.** Noting that conditions have changed since adoption of the review process parameters, the Committee upon motion by Commissioner Okamoto, unanimously adopted guidelines for changes to the performance review criteria. Copies will be distributed to other members of the committee and the commission president.

11. **Commission Secretary/Public Outreach Coordinator Job Description.** There was discussion as to the fact that the Commission's decision to oversee the work of the commission secretary created responsibilities for commissioners, such as doing performance evaluations. It was agreed to schedule a meeting in May for the commission secretary's performance review.

12. **Annual Report for the Commission on the Environment and/or Department of the Environment.** The public relations value of an annual report is significant. It was agreed that the target date for publication of an annual report would be September or October.

13. **Other Business/Public Comment.** Director Magilavy reported that a meeting with Mr. Kofi Bonner, Director of the Mayor's Office of Economic Development was encouraging. (See attached memo.) Chairperson Krefting asked that the Department establish a cooperative working relationship with the Planning Department on monitoring indicators and implementing provisions of the *Sustainability Plan*.
    Director Magilavy will be on vacation from May 26 to June 4.

14. **Adjournment.** The meeting was adjourned at 7:45 p.m.

'ile No. FOC-005-98 **POLICY PROHIBITING VIOLENCE IN THE WORKPLACE**

Jnder the authority of Section 3.6660 of the Charter of the City and County of San Francisco, the :ommission on the Environment adopts the following policy on workplace safety:

. POLICY

t is the policy of the City and County of San Francisco to require employees to treat co-workers and members of the ublic with courtesy and respect. The City and County of San Francisco will not tolerate any assaults, battery or hreats or acts of violence by employees in the workplace.

:mployees are also prohibited from bringing weapons to the job, unless required by the City and County department n the performance of the employee's official duties. Weapons include, but are *not* limited to, firearms, or other veapons defined in the California Penal Code Section 12020.

'ailure to comply with this policy may result in employee discipline up to and including termination.

. REPORTING

:mployees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. INVESTIGATION

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. REMEDIAL ACTION

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

- Calling Emergency Response "911," if the threat is immediate or life-threatening;
- Placing the employee on administrative leave in accordance with Charter Section 8.341 or suspension in accordance with Charter Section 8.342;
- Referring the matter to the City Attorney to determine if a restraining order is appropriate;
- Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
- Imposing disciplinary action up to and including dismissal or termination;
- Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
- Referring the employee to the Employee Assistance Program or to a health care/medical provider;
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;

Other measures may be taken as appropriate under the circumstances.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

Monday, May 18, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1. **Call to order and introductions**
2. **Approval of minutes of previous meeting, April 20, 1998** — **ACTION**
3. **Communications** — **INFORMATION**
4. **File No. FOC-002-98 Disposition of EMPACT grant proposal to U.S. EPA.** — **DISCUSSION**
5. **Other business/Public comment**
6. **Public comments on matters to be discussed in closed session**

CLOSED SESSION

THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT WILL GO INTO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 AND SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(B) TO DISCUSS AND POSSIBLY TAKE ACTION ON THE FOLLOWING:

7. **Christopher Chow, Commission secretary/public outreach coordinator performance review** — **ACTION**
8. **Beryl Magilavy, Department of the Environment director performance review** — **ACTION**
9. **RETURN TO OPEN SESSION - Discussion and vote on whether to disclose discussion held in closed session**
11. **Disclosure of any action taken to appoint, employ, dismiss, transfer, or accept resignation**
12. **Adjournment**

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COMMISSION SECRETARY/PUBLIC OUTREACH COORDINATOR
PERFORMANCE REVIEW

COMMISSION SECRETARY **60%**

GOAL: To act as Secretary to the Commission on the Environment.

OBJECTIVE: To perform as an effective secretary to the Commission on the Environment and provide administrative coordination and support to the Department of the Environment.

RATING CRITERIA

Outstanding: Review and/or prepare resolutions, rules, and procedures in consultation or collaboration with or at the request of the commission president, department director, and the City Attorney's office; prepare, edit, analyze and/or evaluate reports and make recommendations; research and compile background information for use by commissioners in deciding on matters coming before the commission; communicate effectively, tactfully, and discreetly both orally and in writing, with the general public, media, other government officials and agencies, and the Commission on the Environment and/or Department of the Environment employees; prepare and distribute notices, agenda, and minutes of commission meetings; ensure timeliness and appropriateness of notices; establish and maintain the public file of the Commission on the Environment; prepare and respond to correspondence.

Superior: Research and compile background information for use by commissioners in deciding on matters coming before the commission; communicate effectively, tactfully, and discreetly both orally and in writing, with the general public, media, other government officials and agencies, and the Commission on the Environment and/or Department of the Environment employees; prepare and distribute notices, agenda, and minutes of commission meetings; ensure timeliness and appropriateness of notices; establish and maintain the public file of the Commission on the Environment; prepare and respond to correspondence.

Above Average: Communicate effectively, tactfully, and discreetly both orally and in writing, with the general public, media, other government officials and agencies, and the Commission on the Environment and/or Department of the Environment employees; prepare and distribute notices, agenda, and minutes of commission meetings; ensure timeliness and appropriateness of notices; establish and maintain the public file of the Commission on the Environment; prepare and respond to correspondence.

Competent: Prepare and distribute notices, agenda, and minutes of commission meetings; ensure timeliness and appropriateness of notices; establish and maintain the public file of the Commission on the Environment; prepare and respond to correspondence.

Needs Improvement: Be unable to prepare and distribute notices, agenda, and minutes of commission meetings; be unable to ensure timeliness and appropriateness of notices; be unable to establish and maintain the public file of the Commission on the Environment; be unable to prepare and respond to correspondence.

Employee's Signature: _____ Date: _____

Appraiser's Signature: _____ Date: _____

PUBLIC OUTREACH **40%**

GOAL: To educate the public on the need and the means to create a sustainable community, and in particular, the programs and goals of the Department of the Environment and the Commission on the Environment.

OBJECTIVE: To establish an integrated public outreach and education program that works in collaboration with other city agencies, educational institutions, and the private sector; and to perform as an effective public outreach coordinator, educational materials developer, and media liaison on behalf of the Department of the Environment and the Commission on the Environment.

RATING CRITERIA

Outstanding: Establish a system of regular outreach to community groups, an infrastructure for the public to be able to come to the office and get environmental information, and a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information. Develop an outreach strategy and/or plan. Speak to groups on environmental issues and/or the activities and goals of the Department of the Environment or the Commission on the Environment.

Superior: Establish an infrastructure for the public to be able to come to the office and get environmental information, and a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information. Develop an outreach strategy and/or plan.

Above Average: Establish a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information.

Competent: Respond to requests from the press and public for referral and environmental information.

Needs Improvement: Be unable to respond efficiently to requests from the press and public for referral and environmental information.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

City and County of San Francisco
Management Performance Review

Name:	Beryl Magilavy, Director, Department of the Environment
Department:	Environment
Name of Appraiser:	Finance & Operations Committee of The Commission on the Environment

Implementation Schedule

October 1, 1997	All managers will have met with appraisers
October 15, 1997	Goals for 1997-8 set and forms signed
January 15, 1998	Mid-year progress meeting conducted and forms signed
April 15, 1998	Year-end evaluations completed and forms signed; goals set for 1998-99

The following goals and objectives are for a six-month time-frame.

GOALS and OBJECTIVES

1. MANAGEMENT **20%**

GOAL: To provide effective management

OBJECTIVE: To perform as an effective manager within the city structure

RATING CRITERIA: By necessity this is a qualitative assessment considering all items listed below.

Comments: An effective manager is evaluated based on:

- Employee morale
- Adherence to budget
- Inter- and intra-departmental relationships
- Leadership and other related factors

The above goal and objective has been agreed to :

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

2. IPM 20%

GOAL: To coordinate and oversee the establishment of an effective municipal IPM program

OBJECTIVES: To make significant progress toward establishing, or assisting other agencies in establishing, all aspects of the IPM program city-wide, including performance feedback systems.

RATING CRITERIA

Outstanding: Data collection and reporting systems established, five departments with the heaviest pesticide use meet the requirements of the ordinance, all departments informed of the program, public information materials available, active outreach to the commercial sector occurring.

Superior: Reporting systems established, data collection system substantially developed, five departments with the heaviest pesticide use meet the requirements of the ordinance, all departments informed of the program, public information materials available, active outreach to the commercial sector occurring.

Above Average: Reporting systems and data collection system substantially developed, five departments with the heaviest pesticide use meet the requirements of the ordinance, most departments informed of the program, public information materials available.

Competent: Reporting systems and data collection system in process, five departments with the heaviest pesticide use meet the requirements of the ordinance, most departments informed of the program, public information materials in design.

Needs Improvement: Reporting systems and data collection systems in need of development, fewer than five departments with the heaviest pesticide use meet the requirements of the ordinance, some departments informed of the program, public information materials not yet developed.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

3. GREEN BUILDING 20%

GOAL: To reduce building-related environmental impacts of San Francisco City government projects and to encourage sustainable community development.

OBJECTIVE: To develop a green building program for municipal buildings and extend its influence as widely as possible within the municipal sphere. Begin development of a resource-efficiency point system to be made available to the general public (this objective is contingent upon passage of the Green Building Ordinance).

RATING CRITERIA

Outstanding: Well-drafted legislation has been provided to the Board of Supervisors, having successfully undergone peer review of other city agencies. Successful working relationships have been established with Redevelopment Agency and Housing Authority to assist them in establishing their own green building standards. Sustainable community planning training for San Francisco decision-makers has been held. (If legislation passes:) Point-system development is underway.

Superior: Well-drafted legislation has been provided to the Board of Supervisors, having successfully undergone peer review of other city agencies. Contact has been established with Redevelopment Agency and Housing Authority to assist them in establishing their own green building standards. Sustainable community planning training for San Francisco decision-makers is in the planning stages. (If legislation passes:) Substantial progress has been made toward establishing in-house program.

Above Average: Well-drafted legislation has been provided to the Board of Supervisors, having successfully undergone peer review of other city agencies. Sustainable community planning training for San Francisco decision-makers is in the discussion stages. (If legislation passes:) Some progress has been made toward establishing in-house program.

Competent: Well-drafted legislation has been provided to the Board of Supervisors, having successfully undergone peer review of other city agencies.

Needs Improvement: Legislation has been provided to the Board of Supervisors, but is has significant problems. Little additional activity has been initiated.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

4. REORGANIZATION 15%

GOAL: To provide a road map for reorganization of environmental policy-making and service-provision agencies that facilitates improved municipal environmental policy-making and performance.

OBJECTIVE: To complete a survey of the functions of appropriate city agencies and to use the information to prepare an acceptable proposal for functions to be reorganized under the Department of the Environment, contingent upon identification of staff assistance of other city agencies for performance of the task by January, 1995.

RATING CRITERIA

Outstanding: Complete an assessment of selected municipal environmental functions and provide a reorganization proposal that projects improved environmental performance while minimizing logistical disruption.

Superior: 75% completion of the assessment.

Above Average: 50% completion of the assessment.

Competent: 25% completion of the assessment.

Needs Improvement: Assessment has not been begun.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

5. PUBLIC OUTREACH 10%

GOAL: To educate the public on the need and the means to create a sustainable community, and in particular, the programs and goals of the Department of the Environment and the Commission on the Environment.

OBJECTIVE: Establish an integrated public-outreach program that works in collaboration with appropriate other city agencies the private sector.

RATING CRITERIA

Outstanding: Establish a system of regular outreach to community groups, an infrastructure for the public to be able to come to the office and get environmental information, and a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information.

Superior: Establish an infrastructure for the public to be able to come to the office and get environmental information, and a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information.

Above Average: Establish a system for provision of written information about departmental activities and sustainability by mail and internet. Respond to requests from the press and public for referral and environmental information.

Competent: Respond to requests from the press and public for referral and environmental information.

Needs Improvement: Be unable to respond efficiently to requests from the press and public for referral and environmental information.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

6. IMPLEMENTATION OF THE SUSTAINABILITY PLAN 15%

GOAL: To integrate sustainability planning, in particular, the specific suggestions of the sustainability plan, into the policies and practices of all levels of San Francisco government, including the general plan.

OBJECTIVES: To begin integrating the objectives of the sustainability plan into the general plan and into the work plans of city agencies, and to research a data-collection system for monitoring environmental performance.

To use the resources of the Department of the Environment to assist legislators and members of the public to further their own ideas for new programs to advance local sustainability.

RATING CRITERIA

Outstanding: Establish a working group of city department-heads who will act as advocates for fulfillment of the sustainability plan. A significant number of objectives from the sustainability plan have been prepared for integration into general plan drafts during fiscal year 1998/9. (This timeline reflects the Planning Department's schedule.) Contact has been made with five city agencies to facilitate integration of sustainability plan objectives into their work-plans. Establish a system by which city agencies and a corps of volunteers determine progress toward objectives and indicators on an ongoing basis.

On an ongoing basis, prioritize and respond as time permits to requests for assistance by elected officials, the mayor's office, and members of the public for information and strategic assistance on specific environmental issues.

Superior: Begin establishment of a working group of city department-heads who will act as advocates for fulfillment of the sustainability plan. Contact has been made with two city agencies to facilitate integration of sustainability plan objectives into their work-plans. A number of objectives from the sustainability plan have been prepared for integration into general plan drafts during fiscal year 1998/9. Complete planning for a system by which city agencies and a corps of volunteers determine progress toward objectives and indicators on an ongoing basis.

On an ongoing basis, prioritize and respond as time permits to requests for assistance by elected officials, the mayor's office, and members of the public for information and strategic assistance on specific environmental issues.

Above Average: Begin establishment of a working group of city department-heads who will act as advocates for fulfillment of the sustainability plan. Discussions are ongoing to integrate sustainability plan objectives into the general plan drafts.

On an ongoing basis, prioritize and respond as time permits to requests for assistance by elected officials, the mayor's office, and members of the public for information and strategic assistance on specific environmental issues.

Competent: Discussions are ongoing to integrate sustainability plan objectives into the general plan drafts.

On an ongoing basis, prioritize and respond as time permits to requests for assistance by elected officials, the mayor's office, and members of the public for information and strategic assistance on specific environmental issues.

Needs Improvement: No organizational work has been done to integrate sustainability plan into city policy and practice. Respond to none of the requests for assistance by elected officials, the mayor's office, and members of the public for information and strategic assistance on specific environmental issues.

Employee's signature: _____ Date: _____

Appraiser's signature: _____ Date: _____

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DRAFT MINUTES
FINANCE AND OPERATIONS COMMITTEE
Monday, May 18, 1998

1. **Call to order and introductions.** The meeting was called to order at 6:25 p.m. by Chairperson Krefting. Present were Commissioners Okamoto, Richardson, and Vietor. Director Magilavy and Secretary Chow were also present.

2. **Minutes of April 20, 1998** were unanimously approved upon motion by Commissioner Okamoto.

3. **Communications.** The Commission received an e-mail message from Russell Long of the Bluewater Network regarding the granting of funds from a legal settlement to the Department of the Environment. Commissioner Krefting reported that Supervisor Newsom's resolution on personal watercraft, which was modeled on the Commission's resolution, had passed the Board of Supervisors.

4. **File No. FOC-002-98 Disposition of EMPACT grant proposal to U.S. EPA.** Director Magilavy reported that the Department would not be submitting a proposal to the EMPACT program. Instead, the EPA had invited the Department to offer a proposal for a weekly or monthly environmental indicators report project that could be funded under other EPA programs.

5. **Other business/Public comment.** None.

6. **Public comments on matters to be discussed in closed session.** None.

CLOSED SESSION

THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT WENT INTO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 AND SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(B) TO DISCUSS AND POSSIBLY TAKE ACTION ON THE FOLLOWING:

7. **Christopher Chow, Commission secretary/public outreach coordinator performance review**

8. **Beryl Magilavy, Department of the Environment director performance review**

9. RETURN TO OPEN SESSION - It was unanimously decided not to disclose the discussions of the performance reviews.

10 **There was no action taken to appoint, employ, dismiss, transfer, or accept resignations.**

11. **The meeting was adjourned at 9 p.m.**

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

Monday, June 15, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, May 18, 1998	ACTION
3.	Communications	INFORMATION
4.	FY 1998-99 Budget for the Department of the Environment	ACTION
	a. Job description for new program staff	
	b. City-wide IPM issues: Long-term funding & management of IPM program	
	c. Possible funding from Bluewater Network	
	d. Brownfields proposal	
	e. Short-term operational focus of the agency	
5.	Approval of potential project collaboration with PUC-Bureau of Energy Conservation	ACTION
6.	Update Possible US EPA Grant Proposal	ACTION
7.	Annual Report	
8.	Other Business/Public Comment	
9.	Adjournment	

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Public Transportation

The closest BART station serving 401 Van Ness Avenue is the Civic Center station.

Accessibility of Meeting Location

The meeting room is accessible by wheelchair. The closest accessible BART station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are the #42 Downtown Loop, #71 Haight/Noriega, the F-line to Market and Van Ness, and the MUNI Metro stations at Van Ness and Market and Civic Center. For more information about MUNI accessible services, please call 923-6142.

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Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

Monday, July 20, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

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1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, June 15, 1998	ACTION
3.	Final FY 1998-99 Budget for the Department of the Environment	INFORMATION
4.	Staffing: New intern, Eick van Ruschkowski	INFORMATION
5.	Development of Department "Corporate" Image	ACTION
6.	Creation of City-Wide Environmental Magazine	ACTION
7.	Approval of Proposal for a Weekly Environmental Report	ACTION
8.	Cancellation of Sustainable Development Forum Project	ACTION
9.	Annual Report, Status of Preparation	ACTION
10.	Other Business	INFORMATION
11.	Public Comment	
12.	Adjournment	

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DRAFT MINUTES
FINANCE AND OPERATIONS COMMITTEE
Monday, July 20, 1998

1. **Call to Order and Introductions.** The meeting was called to order by Chairperson Krefting at 6:05 p.m. Present were Commissioners Okamoto and Richardson, Director Magilavy, Secretary Chow, and Intern von Ruschkowski.

2. **Approval of Minutes of Previous Meeting, June 15, 1998.** Upon motion by Commissioner Richardson, the minutes of the previous meeting were unanimously approved.

3. **Final FY 1998-99 Budget for the Department of the Environment** was reviewed. DEnv was the only City department not receiving any of its requested budget increase.

4. **Staffing: New intern, Eick von Ruschkowski.** A graduate student from the University of Lueneberg, Germany, Mr. von Ruschkowski described how he chose DEnv for his 3-month internship on sustainability.

5. **Development of Department "Corporate" Image. File No. FOC-005-98.** Upon motion by Commissioner Richardson, the committee unanimously voted to establish an ad hoc committee comprised of two Commissioners (to be appointed by the President) and the public outreach coordinator to develop a "corporate image" for the Department of the Environment.

6. **Creation of City-Wide Environmental Magazine.** Upon motion by Commissioner Richardson, the committee unanimously voted that the Department of the Environment pursue efforts to consolidate the newsletters of the City's various environmental functions into a periodical publication to which DEnv would contribute. Chairperson Krefting will request that this item be placed on the regular calendar of the full Commission's regular meeting in August, 1998.

7. **Approval of Proposal for a Weekly Environmental Report.** Upon motion by Commissioner Richardson, the committee unanimously voted that the Department of the Environment should prepare a proposal to the U.S. EPA for funding of a weekly environmental indicators report for mass media dissemination.

8. **Cancellation of Sustainable Development Forum Project.** Upon motion by Commissioner Richardson, the committee voted unanimously to cancel the Sustainable Development Forum and return the grant for this project to the Columbia Foundation.

9. **Annual Report, Status of Preparation.** Director Magilavy reported that the target date for publication of the Annual Report is October, 1998.

10. **Other Business.** Director Magilavy reported that the Toxics Minimization Program legislation, to be introduced by Supervisor Katz, is going through peer review following substantial input by DEnv. The project was originally called TURP, Toxics Use Reduction Program. Commissioner Richardson congratulated the Commission on the Environment and others for their work leading to the announcement by PG&E that it would shut down the Hunters Point power plant rather than auction it off to the highest bidder. This was declared a victory for the Bayview Hunters Point community, public health, and the environnent.

11. **Public Comment.** None.

12. **Adjournment.** The meeting was adjourned at 7:30 p.m.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

Monday, August 17, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, July 20, 1998	ACTION
3.	Annual Report	ACTION
4.	Review Department Workplan, FY 1998-99	ACTION
5.	Guide for Businesses re: City Permits	ACTION
6.	Other Business	INFORMATION
7.	Public Comment	
8.	Adjournment	

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FINANCE AND OPERATIONS COMMITTEE

DRAFT MINUTES

Monday, August 17, 1998

Call to Order and Introductions. The meeting was called to order at 6:30 p.m. Present were Chairperson Krefting, Director Magilavy, and Secretary Chow. For lack of a quorum, the meeting was cancelled and no action taken.

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FINANCE AND OPERATIONS COMMITTEE

NOTICE AND AGENDA

Monday, September 21, 1998
6 p.m.
Room 430, 401 Van Ness Avenue, San Francisco

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, July 20, 1998	ACTION
3.	Annual Report	ACTION
4.	Review Department Workplan, FY 1998-99	ACTION
5.	Guide for Businesses re: City Permits	ACTION
6.	Other Business	INFORMATION
7.	Public Comment	
8.	Adjournment	

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FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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FINANCE AND OPERATIONS COMMITTEE

DRAFT MINUTES
Monday, September 21, 1998

1. **Call to Order and Introductions.** The meeting was called to order at 6:13 p.m. by Chairperson Krefting. Present were Commissioner Richardson, Secretary Chow, and Department intern Eick von Ruschkowski. One member of the public was also present.

2. **Minutes of July 20, 1998** were unanimously approved upon motion by Commissioner Richardson.

3. **Annual Report.** Secretary Chow reported that the Department's Annual Report had been returned by the printer to check for layout errors and proof-reading. Commissioners present identified three typos and recommended that the draft Annual Report be sent to the printer.

4. **Review Department Workplan, FY 1998-99.** The committee deferred review of the item pending appointment of the new director.

5. **Guide for Businesses re: City Permits.** Chairperson Krefting continued this item to the next meeting.

6. **Other Business.** Responding to Commissioner Richardson's query about the status of the Environmental Weekly Indicators Report proposal, Chairperson Krefting said intern Eick von Ruschkowski had done an excellent job of preparation. Secretary Chow reported that a preliminary draft had been forwarded to Wienke Tax, Innovative Technologies Program, Region IX, US EPA, at her request (for preliminary comments and feedback). Commissioner Richardson requested a copy of the proposal draft.

7. **Public Comment.** One member of the public asked to look at the draft department workplan.

8. **Adjournment.** The meeting was adjourned at 7:15 p.m.

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NOTICE OF CANCELLATION OF MEETING

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THE REGULAR MEETING OF THE FINANCE AND OPERATIONS COMMITTEE

SCHEDULED FOR
MONDAY, OCTOBER 19, 1998
6:00 P.M.
HAS BEEN CANCELLED

THE NEXT REGULAR MEETING OF THE FINANCE AND OPERATIONS COMMITTEE
WILL BE HELD ON
MONDAY, NOVEMBER 16, 1998
6 P.M.
IN ROOM 430, 401 VAN NESS AVENUE, SAN FRANCISCO

CHRISTOPHER CHOW
COMMISSION SECRETARY

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CHRISTINE RUSSELL

SPECIAL MEETING
COMMISSION ON THE ENVIRONMENT

5:00 p.m*. Monday, November 16, 1998
Room 430*, 401 Van Ness Avenue

1. Call to Order & Roll Call
2. Approval of Minutes of Previous Special Meetings: October 22 & 31, 1998; November 5 & 10, 1998
3. **CLOSED SESSION** - THE COMMISSION ON THE ENVIRONMENT WILL GO INTO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 AND SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(B) TO DISCUSS AND POSSIBLY TAKE ACTION ON THE FOLLOWING: — **ACTION**
   Review of Personnel Matters including
   Interviews for Department Director Position
4. **RETURN TO OPEN SESSION** – Discussion and vote on whether to disclose discussion held in closed session — **ACTION**
5. Disclosure of any action taken to appoint, employ, dismiss, transfer or accept resignation
6. Adjournment

- Not the regular meeting place/time.

NOTICE AND AGENDA
FINANCE AND OPERATIONS COMMITTEE
6:30 p.m.
Monday, November 16, 1998

Room 430 , 401 Van Ness Avenue, San Francisco, California

1. Call to Order and Introductions
2. Approval of Minutes of Previous Meeting, September 21, 1998 — **ACTION**
3. Budget Planning for FY 1999-2000 — **ACTION**
4. Other Business & Public Comment — **INFORMATION**
5. Adjournment

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Draft Minutes

SPECIAL MEETING

5:00 p.m.* Monday, November 16, 1998 Room 430*, 401 Van Ness Avenue

1. Call to Order & Roll Call. The meeting was called to order by Commissioner Eng at 5:10 p.m.

2. Approval of Minutes of Previous Special Meetings: October 22 & 31, 1998; November 5 & 10, 1998. This item was deferred to a later date.

3. **CLOSED SESSION** - THE COMMISSION ON THE ENVIRONMENT WILL GO INTO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 AND SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(B) TO DISCUSS AND POSSIBLY TAKE ACTION ON THE FOLLOWING:

   Review of Personnel Matters including
   Interviews for Department Director Position

4. **RETURN TO OPEN SESSION** – Discussion and vote on whether to disclose discussion held in closed session

5. Disclosure of any action taken to appoint, employ, dismiss, transfer or accept resignation. None.

6. Adjournment. The meeting was adjourned at 6:45 p.m.

3. 30

Draft Minutes

FINANCE AND OPERATIONS COMMITTEE
Monday, November 16, 1998
Room 430 , 401 Van Ness Avenue, San Francisco, California

16/98
1. Call to Order and Introductions. The meeting was called to order by Chairperson Krefting at 6:35 p.m.

2. Approval of Minutes of Previous Meeting, September 21, 1998. Deferred to the next meeting.

3. Budget Planning for FY 1999-2000. Deferred to the next meeting.

4. Other Business & Public Comment. None.

5. Adjournment. The meeting was adjourned at 6:45 p.m.

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DRAFT MINUTES

FINANCE AND OPERATIONS COMMITTEE
6:00 p.m.
Monday, December 21, 1998

Room 430 , 401 Van Ness Avenue, San Francisco, California

1. **Call to Order and Introductions.** The meeting was called to order at 6:05 p.m. by Chairperson Krefting. Present were Commissioner Richardson and Secretary Chow.

2. **Minutes of Previous Meetings, September 21, and November 16, 1998** were adopted unanimously upon motion by Commissioner Richardson.

3. **Preliminary Budget Planning for FY 1999-2000** was put over to the next meeting on January 25, 1999.

4 **Resolution No. 001-99-COE. Amendment To Bylaws, Regular Meetings, Article VII, Section 4** was unanimously recommended for forwarded to the full Commission on the Environment for consideration at its regular January 12, 1999 meeting.

5. **Resolution No. 001(a)-99-COE. Amendment To Bylaws, Regular Meetings, Article VII, Section 4** was unanimously recommended for forwarded to the full Commission on the Environment for consideration at its regular January 12, 1999 meeting.

6. **Other Business & Public Comment.** None.

7. **Adjournment.** The meeting was adjourned at 6:15 p.m.

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NOTICE AND AGENDA

FINANCE AND OPERATIONS COMMITTEE
6:00 p.m.
Monday, January 25, 1999

Room 354 , City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, December 21, 1998	ACTION
3.	Budget for FY 1999-2000	ACTION
4	Other Business & Public Comment	INFORMATION
5.	Adjournment	

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(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)

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DRAFT MINUTES

FINANCE AND OPERATIONS COMMITTEE
Monday, January 25, 1999

1. **Call to Order and Introductions.** The meeting was called to order at 6:11 p.m. by Chairperson Krefting. Present were Commissioner Richardson, Secretary Chow, and Lierion Gaylor, Budget Analyst with the Mayor's Office.

2. **Approval of Minutes of Previous Meeting, December 21, 1998.** Upon motion by Commissioner Richardson, unanimously approved.

3. **Budget for FY 1999-2000.** Commissioner Richardson asked what would be done in the absence of a director for the department. The Chair reported that Commissioner Eng will be working with President Vietor and the commission secretary to develop the draft budget.

   Ms. Gaylor indicated that a budget proposal from the department would be due February 19 and that the department should adhere to that. However, she indicated that the Mayor's Office was aware of the department's needs and suggested that a baseline budget be submitted (with no enhancements) and further that requests for increases or program enhancements be drafted in a side document for discussion with the budget office. She also said a meeting to discuss the department's budgetary needs as well as the recommendations of the Municipal Fiscal Advisory Committee's study of environmental functions in City government would be set up before the February 19 submittal deadline.

   The Chair requested that the department prepare a draft budget for the committee's review at its next regular meeting on February 9.

4 **Other Business & Public Comment.** None.

5. **Adjournment.** The meeting was adjourned at 6:34 p.m.

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NOTICE AND AGENDA

FINANCE AND OPERATIONS COMMITTEE
6:00 p.m.
Tuesday, February 9, 1999

Room 352
Office of the City Administrator , City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1.	Call to Order and Introductions	
2.	Approval of Minutes of Previous Meeting, January 25, 1999	ACTION
3.	Draft Department Budget for FY 1999-2000	ACTION
4	MFAC Environmental Functions Study Draft Report	INFORMATION
5.	Other Business & Public Comment	INFORMATION
6.	Adjournment	

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NOTICE OF

CANCELLATION

OF THE REGULAR MEETING OF THE

FINANCE AND OPERATIONS COMMITTEE

scheduled for 6:00 p.m.
Tuesday, March 9, 1999

Room 352 , City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, California

The next meeting of the FOC will be April 13, 1999.

The next regular meeting of the full Commission on the Environment
is Monday, March 15, 1999
Room 400
City Hall.

Christopher Chow
Commission Secretary

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ROBERT K. WERBE

NOTICE OF CANCELLATION OF MEETING

THE REGULAR MEETING OF THE FINANCE AND OPERATIONS COMMITTEE

SCHEDULED FOR
TUESDAY, APRIL 13, 1999
6:00 P.M.
HAS BEEN CANCELLED

THE NEXT REGULAR MEETING OF THE FINANCE AND OPERATIONS COMMITTEE
WILL BE HELD ON
TUESDAY, MAY 11, 1999
6 P.M.
IN ROOM 352, CITY HALL, SAN FRANCISCO

CHRISTOPHER CHOW
COMMISSION SECRETARY

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Notice & Agenda

Finance & Operations Committee
Patricia Chang, Chair

Tuesday, October 19, 1999
6 p.m.

Room 352, City Hall

1.	Call to Order, Roll Call, and Introductions	
2.	Review of Finance & Operations Committee's Role / Bylaws	INFORMATION
3.	Department operational planning / hiring update	INFORMATION
4.	Overview of Department Budget & Schedule	INFORMATION
5.	New programs, i.e., Environmental Health/Mercury	INFORMATION
6.	Friends of the Environment /Funding Opportunities	DISCUSSION
7.	Other Business – Set Regular Meeting Time	INFORMATION
8.	Public Comment Adjournment	

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DRAFT MINUTES
FINANCE & OPERATIONS COMMITTEE
MEETING OF OCTOBER 19, 1999

1. **Call to Order.** The meeting was called to order by Chairperson Chang at 6:15 p.m. Present were Commissioners The Rev. Bingham and Bradford-Bell. Also present were Executive Director Vietor and Executive Secretary Shulman.

2. **Review of Finance & Operations Committee's Role / Bylaws.** The Commission's Bylaws state that the Committee shall be responsible for the budget, financial planning and operations of the Department of the Environment. And, that it shall "oversee the public education and outreach to the community on environmental issues."

3. **Department operational planning / hiring update.** Director Vietor presented an organization chart to the member and described the major program operation areas and staff persons of the Department . The Pesticide Program (formerly Integrated Pest Management) is now fully funded from work-orders of $17,000 from each of the "big seven" departments of Recreation & Park, Public Works, Municipal Railway, Public Utilities Commission, Public Health, Airport, and Port. The new Resource-Efficient Buildings Program (REB) is in the process of hiring its coordinator, who will oversee a budget (including $100,000 for pilot projects). The new Public Outreach Program has just issued its announcement for a coordinator position to the Civil Service list of eligible candidates.
With the expansion of programming and personnel, the need for larger office space has become critical and the past three months have seen an intensive space search underway. The Department has narrowed down its search to two possible locations.

4. **Overview of Department Budget & Schedule.** and Item 5 were discussed together. While the Department's budget this year is nearly double that of last year's it was noted that a further increase for the next fiscal year would be necessary to keep pace with current and anticipated growth. Members received copies of a spreadsheet showing the Department's approved budget (according to the City's financial system administered by the Controller' s Office) and the Department's budget (according to the internal system). There was a discussion of requesting at least two new positions next year: 1) an administrative coordinator to be responsible for the purchasing, human resources and payroll, accounting (fiscal), office management and telephone reception functions now performed by the executive secretary whose duties as the director's executive and program assistant are virtually full-time; and 2) an environmental health specialist who would coordinate program activities around the reduction of toxic pollutants, particularly dioxin and mercury. Supervisor Leno and the Department are working on legislation to create a mercury elimination program.
Commissioner Bradford-Bell suggested that another public outreach position might be requested because the scope of work contained in the job description of the new Public Outreach Coordinator position is too much for one person (it is enough for at least two.)
A timeline for budget development was discussed. The Commission would approve a baseline budget for FY 2000-2001 in January, 2000, and program enhancements after February.

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5. **New programs, I.e., Environmental Health/Mercury.** Combined with #4.

6. **Friends of the Environment /Funding Opportunities.** This item was deferred to a later date.

7. **Other Business – Set Regular Meeting Time.** The Committee set its regular time for the second Tuesda of each month at 4:30 p.m. Meeting room in City Hall to be arranged by the commission secretary.

8. **Public Comment.** None.

Adjournment. The meeting was adjoumed at 7:20 p.m.

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Notice & Agenda

Finance & Operations Committee
Patricia Chang, Chair

Tuesday, November 9, 1999
(Second Tuesday of each month)
4:30 p.m.

Room 421, City Hall

1.	Call to Order and Roll Call.	
2.	Department operational planning / hiring update	INFORMATION
3.	Overview of Department Budget & Schedule	INFORMATION
	a. Discussion of baseline parameters	DISCUSSION
	b. Projection of enhancements	ACTION
4.	Other Business	INFORMATION
5.	Public Comment	INFORMATION
6.	Adjournment	DISCUSSION

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Draft Minutes
Finance & Operations Committee
Patricia Chang, Chair
Tuesday, November 9, 1999

1. **Call to Order.** The meeting was called to order at 4:45 p.m. by Chairperson Chang. Present were Commissioners Bradford-Bell, Director Vietor, Executive Secretary Shulman, and Commission Secretary Chow.

2. **Department operational planning / hiring update.** Director Vietor gave an update on the filling of two new positions in the department. An internal review through the Civil Service eligibility list of nine public outreach candidates was completed. Two candidates were interviewed. Because none were qualified for the posted position, the search has been re-opened to the public. The Chair asked whether applicants are required to take a Civil Service examination. Executive Secretary Shulman said the Department of the Environment has filed a request with the Department of Human Resources to fill the position as a provisional one that would allow the successful candidate to take a Civil Service test at a later date to become permanent. Regarding the Resource-Efficient Buildings Program Coordinator position, the chosen candidate declined the job offer. New interviews with other finalists will be conducted next week. Regarding the PIO, the department hopes to interview candidates in mid-December.

3. **Overview of Department Budget & Schedule.** Last week the department met with Myrna Lopez, the new budget analyst assigned by the Mayor's Budget Office and discussed the progress of meeting this year's performance measures and the development of measures for the next fiscal year, 2000-2001. The Mayor's Budget Office has expressed preference for working with the department on the budget before bringing it to the Commission on the Environment for approval. The director proposed that budget discussions continue in the Finance & Operations Committee concerning the various needs while still talking about attaching numbers to them and waiting until January for overall budget approval. The director said she would seek the committee's feedback on her ideas for the budget's direction. Formal approval won't be on the agenda until January, 2000.

   Discussion of baseline parameters. The department is looking at continuing the Pesticides Reduction Program and the Resource-Efficient Buildings Program at basically the same levels as this year's. The Chair asked whether there has been a conversation between the Budget Office and the department about the possibility of the Budget Office not taking back the money that hasn't been spent. Director Vietor said she is aware of that

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prospect and that the department is beginning to spend down the monies by hiring a consultant to work on green buildings and by authorizing the Pesticides Reduction Program to proceed with hiring with IPM consultants. In public outreach, the executive secretary will be putting together a brochure and a video for the department using some of the funds budgeted for public outreach materials.

b. **Projection of enhancements**. Director Vietor provided the committee with a description of possible program enhancements that may be proposed. The department is considering whether to split the executive secretary position into another administrative position. The budget office recommended job share: getting somebody to come in a day a week to do human resources and maybe a day or two to do finance and payroll and accounting. For example a HR/payroll person one day a week would be $8,000, an accounting/purchasing person two days a week would be $16,000, based on the clerk classification, for a total of approximately $24,000. Another possible proposal would be creation of an environmental health and justice program person (to be defined) who would address unmet needs around dioxin, mercury, toxic site remediation, (e.g., Gas House Cove, PG&E power plant) and other issues that are being forwarded to the department for policy decisions. (With mercury legislation coming down the pike, the department will need staffing for that as well.) The environmentally preferable purchasing program portion concerning the Commission on the Environment (currently with the Solid Waste Management Program) will also need a home at some point. Another $55,000 may have to be budgeted for that. The position would also address asthma and breast cancer.

For the next fiscal year, the public outreach program budget will probably have $20,000 added to the base of $11,000 just for materials and the salary for the public information officer will the remain the same with an additional $50,000 for consultants (i.e., web designer, graphic designer, etc.). The other potential enhancement areas are $5,000 for general materials increase (subscriptions, travel, training) and rent.

Rent will be a big issue because it was not budgeted correctly for this year. The department's current rent is approximately $45,000 -- that's 1800 sq. ft at $25 per sq. ft. It was $15 for six months and was increased to $25 per sq. ft., which is not adequate in the current San Francisco real estate market. The department will pitch 2500 sq. ft at $30 per sq. ft., to be conservative for a total of about $75,000, or a net increase of $30,000. Commissioner Chang: "Where can you get a $30/sq. ft. space here?" Director Vietor: "It's going to be really hard to do. The Real Estate Department is not willing to authorize anything over $30 because of the implications for other City departments' rents. Other departments could say 'you gave Environment $35, we want it too.'"

The department has two locations identified. One is at Grove & Gough Streets. The department has established a partnership with the Breast Cancer Fund as the master tenant, to lease two floors with each group having 4,000 sq. ft. per floor (2). The department would pay for 2500 sq. ft. on the first floor and 1500 of the balance would be an Eco Center that would be shared with another program, a demonstration green office space as it were. It would probably mean having to raise funds for the Eco Center project. The building owners already have 5 offers from internet companies willing to pay top dollar ($40). The department has identified another space of 2,000 sq. ft., across from the Main Library on Grove Street. It could an interim office for the next 3 years and then the department could look at the new PUC building at 525 Golden Gate Avenue, that has

been proposed as a green building, to also house the Department of the Environment's headquarters.

The total possible enhancements amount to approximately $190,000 including annual cost adjustments. Another issue that has come up for discussion previously is a position for a legislative analyst -- somebody who would review legislation in the pipeline for environmental implications. It is distinct from the toxics/health position.

Commissioner Chang requested that a budget preview be sent to Committee members before the meeting.

4. **Other Business.** Commissioner Chang, who also serves on the CEDAW Task Force (Convention on the Elimination of All Forms of Discrimination Against Women) said the task force is undertaking a gender analysis of City departments. She reported that the first two departments looked at during the year were Juvenile Probation and Public Works. This coming year, the task force will be doing a gender analysis with four departments: Adult Probation, Building Inspection and Department of the Environment in three areas: budget, service delivery, and employment. Commissioner Chang said it is not enough to say, as the Department of Public Works did at one point, "we just provide public services to everyone." But gender analysis looks deeper.

   "If you analyze where you put street lights, it could make a huge difference in the safety of women," said Commissioner Chang. "It's not good enough to have two bathroom stalls for men, two bathroom stalls for women, when we all know that the women's line is down the hall. So what does equity mean versus just mere number equality? It looks at budget, delivery of services, at employment. So clearly employment in terms of women in this department, the number is going to look really good. If you looked at, are there women of color or men of color, they're not going to look so good. It's all of this. It's not about penalizing, but how can we work together to really create a gender analysis for the whole City." Director Vietor reported that Commission Secretary Chow has been asked to work with the Commission on the Status of Women and the CEDAW Task Force on this project.

5. **Public Comment.** None.

6. **Adjournment.** The meeting was adjourned at 6:50 p.m.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

RANDALL HAYES, PRESIDENT
SHELLEY BRADFORD-BELL, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA CHANG

REBECCA EVANS
PARIN SHAH
ROBERT K. WERBE

Notice & Agenda

Finance & Operations Committee
Patricia Chang, Chair

Tuesday, December 14, 1999
(Second Tuesday of each month)
4:30 p.m.

Room 421, City Hall

1.	Call to Order and Roll Call.	
2.	Adoption of Minutes of November 9, 1999 and October 19, 1999	ACTION
3.	Current departmental operations	INFORMATION
4.	Possible FY 2000-2001 Budget Enhancements	INFORMATION
5.	Other Business	INFORMATION
6.	Public Comment	INFORMATION
7.	Adjournment	

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Statement of Nondiscrimination

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City & County of San Francisco
Commission on the Status of Women
25 Van Ness, Room 130, San Francisco, CA 94102 (415) 252-2570 FAX (415) 252-2575

Sonia Melara, Executive Director

RECEIVED
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By

November 2, 1999

Ms. Francesca Vietor
Director
Environment Commission
1540 Market Street, Suite 160
San Francisco, CA 94102

Via Facsimile and Interdepartmental Mail

Dear Francesca:

Congratulations! Your department has been selected as one of the four City departments this year to participate in a gender analysis based on the recently enacted UNITED NATIONS CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST WOMEN (CEDAW) Ordinance. In particular, the Environment Commission was selected because a CEDAW Task Force thought it would provide an opportunity to delve into environmental issues as they may impact San Francisco's residents differently based on gender, employment issues within your department, and budgetary allocations both within your department and also citywide.

This gender analysis process arises out of San Francisco's implementation of CEDAW. To give you some historical background on this United Nations convention, it was signed by former President Jimmy Carter about twenty years ago, but has not yet been ratified by Congress. In the last couple years, several cities, including San Francisco in 1997, passed resolutions urging Congress to ratify CEDAW. When this did not happen, San Francisco became the first City in the United States to take CEDAW one step further by implementing the principles of CEDAW at a local level.

In April of 1998, the Mayor signed ordinance No. 128-98, modeled on CEDAW. The ordinance requires City departments to undergo gender analysis to determine whether the department is implementing the principles of CEDAW or discriminating against women and girls in its service delivery, employment practices, or budget allocation. The CEDAW Ordinance also redefines discrimination against women and girls as "any distinction, exclusion, or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field."

We have already conducted a gender analysis with two City departments, the Department of Public Works and the Juvenile Probation Department. Thus far, we have found that the process of conducting the gender analysis has led to positive results. Both departments not only were receptive to the analysis as a proactive approach to identifying discrimination, but some staff members, on their own initiative, have begun to change the way they evaluate their department's policies and programs to serve all persons more effectively. The results of these first two gender analyses will be presented to the Mayor and the Board of Supervisors at their next meeting on Monday November 8, 1999.

Enclosed please find copies of CEDAW and the CEDAW ordinance, a description of "gender analysis," and a summary of the report documenting the first two gender analyses. The entire gender analysis report will be available on the Commission's website (http://www.ci/sf.ca.us/cosw) beginning December 1999.

A member of my staff, Latika Malkani, will be contacting your office shortly to set up an introductory meeting between the Commission staff and any Environment Commission staff members who you determine will be involved in this process. Based on our past experience, this meeting might include top management, especially the staff members who manage major programming, personnel, and budget matters. Also, as the Department head, you will need to designate a management-level employee to serve as a liaison to the Commission on the Status of Women and the CEDAW Task Force to assist in performing the gender analysis. It would be useful for the liaison to attend our meeting.

Please call me if you have any questions in the interim. We look forward to working with you and your staff on this project.

Sincerely,

Sonia Melara
Executive Director

Encl.

Cc: Commissioner Ximena A. Delgado, President, Commission on the Status of Women
Commissioner Emily Murase, Chair, CEDAW Task Force

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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Draft Notice & Agenda

Finance & Operations Committee
Patricia Chang, Chair

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Tuesday, January 11, 2000
(Second Tuesday of each month)
4:30 p.m.

Room 421, City Hall

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of December 14, 1999** — **ACTION**
3. **Departmental Operations Update** — **INFORMATION**
4. **Departmental Workplan & Performance Measures** — **DISCUSSION**
4. **Proposed FY 2000-2001 Budget for Department of the Environment** — **DISCUSSION**
   - Baseline Proposal
   - Enhancements Proposal
5. **Other Business** — **INFORMATION**
6. **Public Comment** — **INFORMATION**

Adjournment

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CITY AND COUNTY OF SAN FRANCISCO

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REBECCA EVANS
PARIN SHAH
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Draft Minutes
Finance & Operations Committee
Patricia Chang, Chair
Tuesday, January 11, 2000

1. **Call to Order and Roll Call.** The meeting was called to order at 4:45 p.m. by Chairperson Chang. Present were Commissioner The Rev. Bingham, Director Vietor, Executive Assistant Shulman, and Commission Secretary Chow. Commissioner Bradford-Bell was absent.

2. **Adoption of Minutes of December 14, 1999.** Upon motion by Commissioner The Rev. Bingham, it was unanimously adopted.

3. **Departmental Operations Update.** Director Vietor announced that the public information officer position has been filled (following interviews with 12 candidates) with the hiring of Mark Westlund, a 14-year communications professional most recently with Rainforest Action Network who has overseen website development, edited newsletters, handled over 40,000 information requests, and placed articles in the Wall Street Journal, New York Times, and NBC, NPR. Resource-Efficient Buildings Program Coordinator Ellen Rubinstein has started and a three-month green building intern from the University of Cincinnati, David White, has also begun work here. The department's offer for the new office space at 1212 Market Street has been accepted and negotiations and space planning with the landlord are underway. Administratively, the potential for outsourcing the functions relating to payroll, purchasing, accounting, and human resources to the Department of Administrative Services is being negotiated.

4. **Departmental Workplan & Performance Measures.** This item was folded into the following.

5. **Proposed FY 2000-2001 Budget for Department of the Environment.** Discussions are underway with the Mayor's Budget Office concerning performance measures for the new fiscal year. The baseline budget proposal is consistent with the draft generated by the Controller's Office and the Mayor's Budget Office. Because of the expanded office space and rent increase needs, the department has decided not to request three new permanent positions. However because of FTE expansion, there needs to be an increase in support and operating funding. Chairperson Chang noted that "it makes sense to stabilize the office and operation rather than continue program and staff expansion. Nothing looks out of line to me."

6. **Other Business** - None.

7. **Public Comment** – None.

Adjournment. The meeting was adjourned at 6:07 p.m.

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

.30

RANDALL HAYES, PRESIDENT
SHELLEY BRADFORD-BELL, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA W. CHANG

REBECCA EVANS
PARIN SHAH
ROBERT K. WERBE

1/2000
cled

NOTICE OF CANCELLATION OF MEETING

THE REGULAR MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT
SCHEDULED FOR 4:30 P.M. TUESDAY, FEBRUARY 8, 2000

HAS BEEN CANCELLED.

THE NEXT REGULAR MEETING OF THE FINANCE & OPERATIONS COMMITTEE WILL BE

TUESDAY, MARCH 14, 2000
4: 30P.M.
IN ROOM 421, CITY HALL.

CHRISTOPHER CHOW
COMMISSION SECRETARY

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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"Cancelled"

Special Meeting
Notice & Agenda

Fax Posted 3/8/00

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Finance & Operations Committee
Patricia Chang, Chair

Monday, March 13, 2000*
4:30 p.m.
Room 82, Basement of City Hall

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of January 11, 2000** — **ACTION**
3. **FY 2000-2001 Budget for Department of the Environment** — **ACTION**
   a. Department Budget
   b. Resource Efficient Building Budget
   c. Integrated Pest Management Budget and Staffing
   d. Outside Funding for Programs
4. **Update on Departmental Move** — **INFORMATION**
5. **New Business** — **DISCUSSION**
   a. Proposed Bylaw Amendments for Commission on the Environment**
6. **Public Comment** — **INFORMATION**
7. **Adjournment**

* Not the regular meeting day or room. FOC meetings are usually held on the second Tuesday of every month at 4:30 p.m. in Room 421 of City Hall.

** Please note that the Commission will consider amending its bylaws at the Commission meeting scheduled for April 17, 2000. The bylaws will be available 10 days prior to the meeting. To request a copy please call the Commission Secretary, Sraddha Mehta, at 415-554-6392 or e-mail sraddha_mehta@ci.sf.ca.us

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Department of the Environment
FY 00-01 Proposed Budget
2/25/00

Subobject	Description	FY 98-99 Actual	FY 99-00 Baseline	FY 00-01 Baseline	FY 00-01 IPM Baseline Baseline	FY 00-01 Dept Admin Baseline	FY 00-01 Baseline Ttl w/ COLA	Change (FY 00-01 - FY 99-00)
001	**Personal Services**							
AB27CA	Commission Secretary		58,415	58,777		60,826	60,826	2,049
STEPMZA	Step Adjustment, Miscellaneous		-24,979	-34,303		-35,486	-35,486	-1,183
0111	Commissioner Stipends		4,200	4,200		4,200	4,200	0
1312	Public Information Officer		37,737	50,660		52,940	52,940	2,280
1368CA	Spec. Asst. VIII (IPM)		50,316	50,660	45,519		45,519	-5,141
1370SAXi	Spec. Asst. XI (REB)		50,832	68,225		70,604	70,604	2,379
1375CA	Spec.Asst. XVI (Executive Director)		87,776	97,457		100,855	100,855	3,398
1426	Senior Clerk Typist		41,176	41,656		43,108	43,108	1,452
1450CA	Executive Secretary I		49,470	49,955		51,697	51,697	1,742
9910	Public Service Trainee (intern)		0	0	5,000	0	5,000	5,000
9991MZA01	Special Savings		1,490	-1,423		-1,467	-1,467	-44
9993MZA	Attrition Savings		-15,791	-15,908		-16,457	-16,457	-549
	Total Personal Services	128,794	340,642	369,956	50,519	330,820	381,339	11,383
013	**Benefits**	29,236	79,767	88,368	9,762	81,352	91,114	2,746
	Total Personal Services&Benefits	158,030	420,409	458,324	60,281	412,172	472,453	14,129
021	**Nonpersonal Services**							
02100	Travel Costs Paid to Employees	182	2,000	2,000	1,500	1,000	2,500	500
02200	Training	185	600	600	3,300	600	3,900	3,300
02300	Employee Field Expenses						0	0
02400	Membership Fees	4,795	3,500	3,500		1,333	1,333	-2,167
02501	Promotion & Entertainment	30					0	0
02600	Court Fees & Other Compensation	3,600					0	0
02700	Professional Services	954	11,000	11,000	22,862	6,000	28,862	17,862
02900	Maintenance Services - Equip		2,737	2,737			0	-2,737
03000	Rents/Leases, Buildings	18,375	39,314	39,314		39,314	39,314	0
03100	Rents & Leases - Equipment		350	350		350	350	0
03500	Other Current Expenses	1,992	21,315	21,315			0	-21,315
03521	Freight/Delivery						0	0
03531	Graphics				2,000	4,000	6,000	6,000
03551	Copy Machine				500	5,000	5,500	5,500
03552	Printing					6,000	6,000	6,000
05400	Other Fixed Charges	100					0	0
03561	Postage						0	0
03571	Subscriptions		435	435	500	2,667	3,167	2,732
03581	Advertising				3,500	2,896	6,396	6,396
03599	Other Current Expenses-Misc		36,200	36,200			0	-36,200
	Nonpersonal Services Total	30,213	117,451	117,451	34,162	69,160	103,322	-14,129
040	**Materials and Supplies**							
04699	Food	1,612			750		750	750
04921	Computer Supplies				200		200	200
04941	Minor Furnishings						0	0
04951	Other Office Supplies		5,000	5,000	2,000	3,000	5,000	0
04999	Other Materials & Supplies	9,461	3,100	3,100	961	889	1,850	-1,250
	Total Materials and Supplies	11,073	8,100	8,100	3,911	3,889	7,800	-300
060	**Capital Outlay**							
06031	Books				300		300	300
06061	Data processing equip & software						0	0
	Total Capital Outlay	0	0	0	300	0	300	300
081	**Services of Other Depts.**							
081C5	IS-TIS-ISD Services		15,627	17,865	1,500	16,365	17,865	0
081ET	GF-TIS-Telephone		7,923	7,923		7,923	7,923	0
081M2	Mayor's Youth Works		2,000	2,000		2,000	2,000	0
081PM	GF-Purchase-Mail Services/Post		8,000	8,000		8,000	8,000	0
081PR	IS-Purchase-Reproduction		9,000	9,000	3,000	6,000	9,000	0
	Total Services of other Depts.	35,227	42,550	44,788	4,500	40,288	44,788	0
086	Interdepartmental Return (IPM)	0	-125,300	-125,300		-125,300	-125,300	0
	Totals:	234,543	463,210	503,363	103,154	400,209	503,363	0

Department of the Environment
FY 2000-2001 Baseline Budget Explanations
2/25/00

Subobject	Notes
001	Municipal salary ranges are divided into five "steps." All salaries are *budgeted* at Step 5 and include a 3% COLA
02699	Commission stipends
013	Benefits are figured by the Controller's office
9991MZA01	Entries are made by the Controller when adjustments are needed to a varying number of work days in the year
9993MZA	Attrition savings are a deduction representing estimated salary savings from turnover. The Mayor's office has instructed departments to use 4%.
STEPMZA	Step adjustment. The "step adjustment" has been assessed by the Controller's office to reflect the lower *actual* salaries.
02100	Travel for 2 Conferences for the Director, 2 Conferences for the IPM Coordinator
02201	3 staff trainings at $200 per training; $3,300 for trainings for city employees on Integrated Pest Management
02400	U.S. Green Building Council Membership. This is a professional organization for agencies engaged in green building work. Provides contacts to practitioners in other cities, research assistance, and publicizes San Francisco's efforts.

Subobject	Note
02700	$22,682 for Integrated Pest Management consulting services; $6,000 web site development and maintenance and graphic design consulting services
03000	Office space rental
03100	Commission equipment and supplies for meetings
03531	$4,000 for Public information materials and $2,000 for IPM materials
03551	Copier contract with usage based on 4 FTEs
03552	Department brochures and fact sheets
03571	Newsletters and subscriptions for non-profits and professional organizations
03581	$2,896 for marketing, recruitment, event publicity; $3,500 IPM ads and marketing materials
04951	Office supplies, paper and materials
04999	Miscellaneous supplies such as computer software & cables, kitchen
06031	Books and publications for the Integrated Pest Management Program
081C5	Computer network router maintenance and telephone repair based on 4 FTE; assessed by DTIS
081ET	Annual phone bill and service based on 4 FTE; assessed by DTIS
081M2	Participation in Mayor's Youthworks program for one intern based on 4 FTE; assessed by Mayor's Office
081PM	Mail and postage services based on 4 FTE; assessed by Mail Services
081PR	Printing and graphic services based on 4 FTE; assessed by Reproduction Services

FORM 7
BUDGET NARRATIVE
2/25/00

Mission Statement:
To improve, enhance and preserve the environmental condition of San Francisco and to provide public outreach and education on environmental issues.

Summary of Services:
Coordination and oversight of the Integrated Pest Management and Resource-Efficient Building Programs; Public information, outreach and education; policy recommendations to the Mayor and other agencies on a variety of environmental concerns.

General Contact Information: 415-554-6390

Issue/Objective Statements

SUMMARY STATEMENT

The most significant administrative issue facing the Department of the Environment is correcting the under-budgeting of ongoing expenses from 4 Full Time Employees to 7 Full Time Employees plus interns; establishing a volunteer and intern program and most importantly, moving the Department to a suitable location. We currently do not have enough money in our budget to pay the basic operational expenses for 7 FTEs, rent or volunteer help. We will have to cut programs if we do not get a basic expenses increase.

The most significant programmatic issues facing the Department is the establishment of the Environmental Information, Referral and Outreach Services (ENVIROS) program, the development of the Resource Efficient Building Program and the effective coordination of the Integrated Pest Management Program.

1) OPERATIONAL EFFECTIVENESS

Seven full-time employees (FTEs) were approved for Fiscal Year 99-00 however corresponding expenses were not increased. Several areas, such as publications, trainings, printing costs, office supplies, computer equipment, subscriptions and intern stipends, were overlooked and consequently under-estimated. In addition, the costs of network and phone maintenance were not increased. Most importantly, rent costs were significantly underestimated. After an extensive search with the Real Estate Department, it was determined that current rental rates in San Francisco are in the $30-$35 per square foot range. We are currently budgeted for $25 a square foot. We also have increased our square footage needs. We had enormous success with our intern recruitment and in addition to our YouthWorks intern, we now have three other program interns and four high school volunteers (for a total of 8 volunteers/ interns). We anticipate at least this many interns and volunteers for FY00-01. With our 7 FTE, we now require work space for 15 individuals.

Also, with the Department's Charter mandate to perform public outreach and educational activities, we need enough space to allow for an environmental resource library; provide public access; host and coordinate intern and volunteer activities and develop informational and educational kiosks.

After a ten-month search, we found the ideal space, across from San Francisco Main Library. The rent is approximately $32 per square foot for 3700 square feet. This space would accommodate the department's public outreach, volunteer and other personnel needs.

We would also need some additional minor furnishings for the space including such items as a conference table & chairs, desks and chairs for volunteers and interns, a printer table, information racks and back-storage shelves for journals and newsletters. Finally, we would like to request some monies with which to pay interns. It has been determined that, in order to retain the quality of interns, we need to provide stipends.

2) PUBLIC OUTREACH

Objective: Establish an Environmental Information, Referral and Outreach Services (ENVIROS) Program.

Background: San Francisco's the City Charter section 4.118 states that "The Department of the Environment shall regularly produce an assessment of San Francisco's environmental condition...The Commission shall conduct public education and outreach to the community on environmental issues..."

In FY 99-00, the Municipal Fiscal Advisory Council (MFAC), an independent business advisory group conducted an independent assessment of San Francisco's environmental services and the agencies, which deliver them. The MFAC study concluded that the Department would be more effective if its primary responsibilities included effective coordination of city environmental services; provide information regarding best practices to the environmental community and provide effective outreach and education via the website, technology and collateral materials. The Department received FY99-00 funding for a Public Information Officer (PIO) who begins work with the Department and February 1, 2000 . The PIO will be responsible for meeting these objectives as well as developing a media program for the Department.

In FY 00-01, Municipal Fiscal Advisory Committee (MFAC) continued its work on behalf of the public outreach needs of the

Department and has recommended that the Department "integrate the messages and services of all CCSF Departments to create a public awareness of city-wide environmental progress" and further, that the Department "must accurately identify and devise methods for reaching its target audience". MFAC recommends the Department strive to establish and administer an effective Environmental Information, Referral and Outreach Services (ENVIROS) Program.

Funding Request: In order to fulfill its Charter mandate and follow the recommendations of MFAC, the Department is requesting funds to develop its ENVIROS program and produce a variety of collateral and informational environmental materials. This would include website development, design and publication work, brochures and fact sheets and newsletters, technical reports, an assessment of San Francisco's environmental condition (as required by the City Charter), media programming and a regular environmental newsletter.

The ENVIROS program will include not only original research but also the translation, production and distribution of information a variety of topics. The ENVIROS program will strive to establish a network of working relationships with other agencies and volunteers to provide information on a variety of environmental issues. It would establish volunteer and internship programs, plan and produce presentations for schools, colleges, volunteer organizations and other groups and possibly participate in and co-sponsor environmental events, conferences, fairs, and clean-up drives with other groups

The purpose of the ENVIROS program will be to:

1) Provide clear, precise, objective, ongoing information on the condition of San Francisco's environment to the public and policy-makers.

2) Provide environmental informational and educational resources to a wide variety of San Francisco audiences
3) Motivate every resident and visitor to act as good stewards of their city.

3) IPM PROGRAM

The City of San Francisco manages a wide variety of pests. Pests include insects, rodents and other animals, plant diseases, weeds, and germs. The most common approach to managing these pests in recent decades has been the use of chemicals of varying toxicity and hazard to public health.

San Francisco's pesticide ordinance, passed in October 1996 and amended in July 1997, commits the city to a new pest management approach on its own property. The city is committed to minimizing the use of toxic chemicals and getting rid of pests by methods that pose a lower risk to public and environmental health. The IPM ordinance banned the use of many chemicals, in a phased-in process from 1997 through 2000.

The IPM program was consolidated under the Department of the Environment in FY 99-00. That has resulted in streamlined coordination and oversight, as well as an extensive reduction of the use of all classes of pesticides. The cost of implementing the program under the Department is $125,300. Money is work-ordered by the seven big "user" departments, who each contribute $17,900 each to administer the IPM program.

The Department of the Environment's roles in this program includes:

- Provide general oversight;
- Assist other Departments with drafting their IPM plans and monitoring their implementation;

- Bring city agencies into compliance and collect data on pesticide use and program cost;
- Report to the Commission on the Environment and the Board of Supervisors and regarding the success of the program.
- Develop, propose (for the Commission to adopt) and monitor a "reduced-risk" list of pesticides for the City and ensure Departmental compliance
- Assist with the selection of an appropriate Pest control contract for the City

4) RESOURCE-EFFICIENT BUILDINGS

Resource Efficient buildings make environmental and economic sense. Buildings are expensive, wasteful and often harmful to both workers and the environment. In the U.S. alone, buildings use 30% of our total energy. Five billion gallons of water per day are used just to flush toilets. Typical commercial construction generates 2-2.5 pounds of solid waste per square foot of floor space.
In collaboration with representatives of the Solid Waste Department, the Water Department, Bureau of Energy Conservation, the Bureau of Architecture and others, the Department developed the Resource Efficient Building (REB) ordinance and program to shift the city's building practice to a more sustainable, resource-efficient model. The REB Ordinance requires standards of resource-efficiency all city buildings and calls for a series of pilot projects to demonstrate state-of-the-art green building technology.

The Department is responsible for coordinating and implementing this far-reaching program. The Department's roles in this program include:

- Develop goals, criteria and strategies to maximize city-wide green building design and operations

- Develop and coordinate REB building training programs for city employees and the public
- Track and monitor departmental compliance with mandatory REB requirements
- Assess the efficacy of the program on both economic and environmental grounds
- Provide information to the general public and private sector
- Compile a REB resource library, including case studies and alternative product information, to educate City employees and the public
- Convene an interdepartmental task force assist with implementation of the program
- Coordinate the REB program among city departments
- Identify and promote pilot projects to highlight REB components
- Make policy recommendations to the Board of Supervisors for additional resource–efficient building requirements

Department of the Environment
FY 00-01 Enhancement Requests
2/25/00

Subobject	Description	FY 00-01 Baseline w/ COLA	FY 00-01 Enhancements	FY 00-01 Baseline W/ Enhancements
				0
001	Personal Services			0
AB27CA	Commission Secretary	60,826		60,826
STEPMZA	Step Adjustment, Miscellaneous	-35,486		-35,486
0111	Commissioner Stipends	4,200		4,200
1312	Public Information Officer	52,940		52,940
1368CA	Spec. Asst. VIII (IPM)	45,519		45,519
1370SAXI	Spec. Asst. XI (REB)	70,604		70,604
1375CA	Spec.Asst. XVI (Executive Director)	100,855		100,855
1426	Senior Clerk Typist	43,108		43,108
1450CA	Executive Secretary I	51,697		51,697
9910	Public Service Trainee (Intern)	5,000	18,000	23,000
9991MZA01	Special Savings	-1,467		-1,467
9993MZA	Attrition Savings	-16,457		-16,457
	Total Personal Services	381,339	18,000	399,339
013	Benefits	91,114		91,114
	Total Personal Services&Benefits	472,453	18,000	490,453
021	Nonpersonal Services			
02100	Travel Costs Paid to Employees	2,500	500	3,000
02200	Training	3,900	800	4,700
02300	Employee Field Expenses	0	820	820
02400	Membership Fees	1,333	0	1,333
02501	Promotion & Entertainment	0	4,000	4,000
02600	Court Fees & Other Compensation	0	0	0
02700	Professional Services	28,862	16,500	45,362
02900	Maintenance Services - Equip	0	0	0
03000	Rents/Leases, Buildings	39,314	75,686	115,000
03100	Rents & Leases - Equipment	350	150	500
03500	Other Current Expenses	0	0	0
03521	Freight/Delivery	0	200	200
03531	Graphics	6,000	5,000	11,000
03551	Copy Machine	5,500	2,000	7,500
03552	Printing	6,000	10,000	16,000
05400	Other Fixed Charges	0	0	0
03561	Postage	0	100	100
03571	Subscriptions	3,167	2,500	5,667
03581	Advertising	6,396	8,000	14,396
03599	Other Current Expenses-Misc	0	0	0
	Nonpersonal Services Total	103,322	126,256	229,578
040	Materials and Supplies			
04699	Food	750	1,000	1,750
04921	Computer Supplies	200	2,200	2,400
04941	Minor Furnishings	0	4,000	4,000
04951	Other Office Supplies	5,000	3,000	8,000
04999	Other Materials & Supplies	1,850	4,000	5,850
	Total Materials and Supplies	7,800	14,200	22,000
060	Capital Outlay			
06031	Books	300	2,200	2,500
06061	Data processing equip & software	0	20,500	20,500
	Total Capital Outlay	300	22,700	23,000
081	Services of Other Depts.			
081C5	IS-TIS-ISD Services	17,865	6,560	24,425
081ET	GF-TIS-Telephone	7,923	4,552	12,475
081M2	Mayor's Youth Works	2,000	2,000	4,000
081PM	GF-Purchase-Mail Services/Post	8,000	8,500	16,500
081PR	IS-Purchase-Reproduction	9,000	10,000	19,000
	Total Services of other Depts.	44,788	31,612	76,400
086	Interdepartmental Return (IPM)	-125,300	0	-125,300
	Totals:	503,363	212,768	716,131

Department of the Environment
FY 00-01 Program Enhancement Requests
2/25/00

Subobject	Note	
001	Intern stipends for three interns for six months @$1000 per intern per month	18,000
02100	One trip for Public Information Officer	500
02201	4 additional trainings @$200 based on 7FTE	800
02300	2 Fast passes for DENV @ $35/month for 12 months	820
02501	Mayor's Annual Earth Day Breakfast & Outreach Events	4,000
02700	$10,000 for Public Information web development & graphic design; $6,500 for translation & typesetting	16,500
03000	Rent based on 3700sf @ 1212 Market	75,686
03100	Commission meeting equipment rental	150
03521	Messenger service and deliveries	200
03531	Logo and materials development and artwork	5,000
03551	Copy usage based on 7 FTE and Intern Program	2,000
03552	Brochures, program reports, quarterly newsletters, State of the Environment report	10,000
03561	Additional stamp usage based on 7 FTE and Intern Program	100

Subobject	Note	
03571	Environmental journals and newsletters for public outreach and information	2,500
03581	Public education and promote environmental activities and programs	8,000
04699	$1,000 for food for commission and staff retreats and volunteer and intern snacks; $750 for IPM related meetings	1,000
04921	Computer supplies for 10 computers @ $220 each for 7FTE and Intern Program	2,200
04941	Furniture for interns and volunteers for 4 desks @ $500, 4 chairs @ $250; misc small office furnishings	4,000
04951	Paper and office supplies based on 7FTE and Intern Program	3,000
04999	Miscellaneous supplies based on 7FTE and Intern Program	4,000
06031	Books and publications for development of Resource library	2,200
06061	$6,000 for 2 computers for public use and special projects; $6,500 for desktop software & hardware (scanner, printer); $8,000 to replace 4 outmoded, unreliable computers in office	20,500
081C5	Programming and network professional assistance based on 7FTE and Intern Program, includes $1,270 for a phone system upgrade to a 4 Port system (from 2 Port); assessed by DTIS	6,561

Subobject	Note	
081ET	Telephone service charges based on 7FTE and Intern Program; assessed by DTIS	4,552
081M2	$2,000 for additional YouthWorks intern	2,000
081 PM	$6,000 for additional postage based on 7FTE and Intern Program and $2,500 for quarterly newsletter	8,500
081PR	$7,000 for additional printing and reproduction services based on 7FTE and Intern Program; $3,000 for newsletter printing	10,000

TOTAL ENHANCEMENT REQUEST: $212,768

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

RANDALL HAYES, PRESIDENT
SHELLEY BRADFORD-BELL, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA W. CHANG

REBECCA EVANS
PARIN SHAH
ROBERT K. WERBE

NOTICE OF CANCELLATION OF MEETING

THE SPECIAL MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. MONDAY, MARCH 13, 2000

WAS CANCELLED DUE TO LACK OF A QUORUM.

THE NEXT REGULAR MEETING OF THE FINANCE & OPERATIONS COMMITTEE WILL BE

TUESDAY, APRIL 11, 2000
4:30 P.M.
IN ROOM 421, CITY HALL.

SRADDHA MEHTA
COMMISSION SECRETARY

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

.30

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PATRICIA CHANG

REBECCA EVANS
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Meeting
Notice & Agenda

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Finance & Operations Committee
Patricia Chang, Chair

Tuesday, April 11, 2000
4:30 p.m.
Room 421, City Hall

1. **Call to Order and Roll Call.**

2. **Adoption of Minutes of January 11, 2000 Meeting** (Explanatory document: Minutes of January 11, 2000 Finance & Operations Committee Meeting)* **ACTION**
   filed under minutes

3. **New Potential Programs/Funds for FY00-01** **INFORMATION**
   a. Environmental Education: Destination Conservation
   b. Clean Air
   c. Energy Policy: Partnership with Hetch Hetchy Water and Power
   d. Habitat Conservation Fund
   e. $13 Million
   f. Lawrence Livermore Labs
   g. Global Warming Art/Essay Contest
   h. Collaboration with Solid Waste Management Program: mercury, oil

4. **Gender Analysis** **INFORMATION**

5. **Public Comment** **INFORMATION**

6. **Adjournment**

* Copies of explanatory documents are available to the public at the Commission's office, 1540 Market Street, Suite 160, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

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ACCESSIBLE MEETING INFORMATION

Air Quality
In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals. [Section 67.15 of the San Francisco Administrative Code, Sunshine Ordinance.]

Public Transportation
The closest BART station serving City Hall at 1 Dr. Carlton B. Goodlett Place (formerly Polk Street) is the Civic Center station. The closest MUNI Metro stations are at Van Ness & Market and Civic Center.

Accessibility of Meeting Location
The meeting room is accessible by wheelchair. The closest accessible BART station is Civic Center, four blocks from City Hall. Accessible MUNI lines serving this location are the #5 Fulton/McAllister, #19 Polk, #21 Hayes, #42 Downtown Loop, #47 Van Ness, #49 Van Ness/Mission, #71 Haight/Noriega, the F-line to Market and Van Ness, and the MUNI Metro stations at Van Ness and Market and Civic Center. For more information about MUNI accessible services, please call 923-6142.

There is accessible parking in the vicinity of City Hall, underneath Civic Center Plaza, and adjacent to Davies Symphony Hall and the Veterans War Memorial complex.

Large print agendas, audio tapes of minutes, sound-enhancement equipment, and other services to aid the visually and hearing-impaired to attend the meeting are available by calling 554-6390.

Statement of Nondiscrimination

The Commission on the Environment does not discriminate on the basis of disability, race, color, creed, ethnic origin, gender, or sexual orientation in employment or in the admission and access to its programs or activities.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.*(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)*

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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Minutes

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Finance & Operations Committee
Patricia Chang, Chair

Tuesday, April 11, 2000
4:30 p.m.
Room 421, City Hall

1. **Call to Order and Roll Call.** The meeting was called to order at 4:45 p.m. by Chairperson Chang. Commissioners Chang and Bradford-Bell were present. Commissioner Bingham was excused.
2. **Adoption of Minutes of January 11, 2000 Meeting.** Upon motion by Commissioner Bradford-Bell, the minutes were unanimously adopted. **ACTION**
3. **New Potential Programs/Funds for FY00-01** **INFORMATION**
   a. Environmental Education: Destination Conservation – a nonprofit in Canada that is responsible for greening schools. Director Vietor will be meeting with S.F. Unified School District's (SFUSD) Head of Facilities to discuss whether SFUSD is interested in partnering with Destination Conservation and the Department of the Environment.
   b. Clean Air – The Clean Air Program will probably be transferred to the Department of the Environment, including the transfer of two Clean Air Program FTEs. Director Vietor mentioned that the Clean Air Program's activities might eventually expand to cover all transit, including ferries, Muni, taxis, and airport vehicles. Sarah Diefendorf of the Environmental Finance Center stated that airport vehicles at LAX have been converted to CNG.
   c. Energy Policy: Partnership with Hetch Hetchy Water and Power - Hetch Hetchy Water and Power is being restructured. They are considering funding one full-time staff person for the Department of the Environment to work on Energy-related issues and act as a liaison with Hetch Hetchy.
   d. Habitat Conservation Fund - The Department anticipates receiving settlement monies from the Attorney General's office from a lawsuit related to toxics in the Bay. Director Vietor mentioned that the Department would create a Habitat Conservation Fund for toxics mitigation, wetlands restoration, urban runoff research, etc.
   e. $13 Million – When Bayview/Hunters Point Power Plant shut down an agreement was negotiated between PG&E and the City. $13 million was appropriated by the state to San Francisco for the shut down and environmental mitigation. President Hayes will appoint an ad hoc committee to discuss potential projects for the money. Janet Michaelson, aide to Supervisor Katz, stated that funding for school-based health clinics

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is important. Sarah Diefendorf agreed that schools in the Bayview/Hunters Point area (i.e. George Washington) have major health issues.

f. Lawrence Livermore National Labs (LLNL) – The Department has been talking to LLNL to do some dioxin identification/source reduction work and some remediation and sediment analysis work at Gashouse Cove in the Marina. LLNL is proposing to offer the City of San Francisco approximately $50,000 worth of in-kind services.

g. Global Warming Art/Essay Contest – We do not currently have funding or staffing for this program. The prize for the contest, which is a trip for two to the rainforest, has been secured. Commissioners Chang and Bradford-Bell suggested that the Department outsource this project.

h. Collaboration with Solid Waste Management Program – Solid Waste will have a used oil education and outreach section in the new Eco-center, which will be staffed by a part time person. Sarah Diefendorf stated that there is a new Bay Area Guide for wet cleaning. She explained the process of wet cleaning to the Committee. Department of the Environment will collaborate is also collaborating with Solid Waste on the mercury thermometer collection program.

4. **Gender Analysis** –The Department of the Environment was selected by the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) Task Force this year to conduct a gender analysis. Director Vietor expressed the concern that the Department of the Environment has extremely limited staff resources and time right now to conduct the analysis. Chairperson Chang stated that the Department of the Environment was selected for the study because it is fairly new and small. Director Vietor will discuss the gender analysis with the CEDAW Task Force and the Commission on the Status of Women. **INFORMATION**

5. **Public Comments** **INFORMATION**
Sarah Diefendorf asked on behalf of EPA and DTSC whether the Dept. of the Environment is doing anything regarding green businesses. Commissioner Chang announced that the Women's Foundation has completed a survey regarding women, health, and the environment.

6. **Adjournment**
The meeting was adjourned at 6:15 p.m.

* Copies of explanatory documents are available to the public at the Commission's office, 1540 Market Street, Suite 160, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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PARIN SHAH
ROBERT K. WERBE

.30

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NOTICE OF CANCELLATION OF MEETING

THE MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. TUESDAY, MAY 9, 2000

IS CANCELLED.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE IS TENTATIVELY SCHEDULED FOR

TUESDAY, JUNE 13, 2000
4:30 PM
IN ROOM 421, CITY HALL.

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Meeting
Notice & Agenda

Finance & Operations Committee
Patricia Chang, Chair

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Tuesday, June 13, 2000
4:30 p.m.
Room 421, City Hall

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of April 11, 2000 Meeting** (Explanatory document: Minutes of April 11, 2000 Finance & Operations Committee Meeting)* — **ACTION**
3. **Update on Budget, Programs and Staffing for FY00-01** — **INFORMATION**
   a. Environmental Education: Destination Conservation
   b. Clean Air
   c. Energy Policy: Partnership with Hetch Hetchy Water and Power
   d. Habitat Conservation Fund
   e. $13 Million
   f. Lawrence Livermore Labs
   g. Global Warming Art/Essay Contest
   h. Collaboration with Solid Waste Management Program: mercury, oil
4. **Gender Analysis Update** — **INFORMATION**
5. **Changing the Meeting Schedule of the Finance and Operations Committee** — **ACTION**
6. **Public Comment** — **INFORMATION**
7. **Adjournment**

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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SHELLEY BRADFORD-BELL, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA CHANG

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Minutes

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Finance & Operations Committee
Patricia Chang, Chair

Tuesday, June 13, 2000
4:30 p.m.
Room 421, City Hall

1. **Call to Order and Roll Call.** The meeting was called to order at 4:45 p.m. by Chairperson Chang. Commissioners Chang and Bradford-Bell were present. Commissioner Bingham was excused.
2. **Adoption of Minutes of April 11, 2000 Meeting .** Upon motion by Commissioner Bradford-Bell, the minutes were unanimously adopted. **ACTION**
3. **Update on Budget, Staffing, and Programs for FY00-01** by Executive Director Vietor **INFORMATION**
   - Budget- The Mayor has signed the budget, which includes approximately $1.4 million for the Department of the Environment (including the Clean Air Program monies).
   - Staffing- Marina Kipnis has replaced Tamara Shulman as Executive Secretary for the Department. Hetch Hetchy has agreed to fund a position at the Department for energy efficiency and renewables work. Two people from Solid Waste will be working at the new Eco-Center on mercury and used oil programs. The Environmental Health and Energy Committee has been discussing the possibility of hiring someone to work on the distribution of the $13 million State appropriation.
   - Programs-
     a. Environmental Education: Destination Conservation- Executive Director Vietor has been looking into the possibility of greening schools in San Francisco by using Destination Conservation's services.
     b. Habitat Conservation Fund- The Department will receive $150,000 for toxics mitigation, wetlands restoration, and biodiversity-related work.
     c. Lawrence Livermore National Labs (LLNL)- The Board of Supervisors passed a resolution authorizing the Department of the Environment to accept and in-kind donation from LLNL for dioxin identification and source reduction work.
     d. Global Warming Art/Essay Contest- The Department has decided to postpone this project until after the office move.
4. **Gender Analysis Update.** Executive Vietor reported that the CEDAW Task Force has agreed to allow the Department of the Environment to postpone its gender analysis study until September. Executive Secretary Kipnis will be responsible for the study in September. **INFORMATION**

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5. **Changing the Meeting Schedule of the Finance and Operations Committee (FOC)** **ACTION**
Chairperson Chang recommended that the Committee review the Commission's Bylaws and redetermine the role of the FOC before changing the frequency of meetings. Commissioner Bradford-Bell requested that the meeting day be changed due to a scheduling conflict. The next Finance and Operations Committee meeting is tentatively scheduled for July 12 at 4:30 p.m.

6. **Public Comments.** There were no public comments. **INFORMATION**

7. **Adjournment.** The meeting was adjourned at 5:40 p.m.

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Special Meeting
Notice & Agenda*

Finance & Operations Committee
Patricia Chang, Chair

Wednesday, July 12, 2000
4:30 p.m.
Room 421, City Hall

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of June 13, 2000 Meeting** (Explanatory document: Minutes of June 13, 2000 Finance & Operations Committee Meeting)** — **ACTION**
3. **Review of Commission on the Environment's Bylaws** — **DISCUSSION**
   - Finance and Operations Committee's Responsibilities
4. **Public Outreach and Education** — **INFORMATION**
   Update by Mark Westlund, Public Information Officer, Department of the Environment
   - Outreach Plans for Department of the Environment's Eco-Center
   - Website
   - Logo
   - Departmental Brochure
5. **Organizational Structure of the Department of the Environment** — **DISCUSSION**
   - Staffing
6. **Plans for Habitat Restoration Fund** — **DISCUSSION**
7. **Changing the Meeting Schedule of the Finance and Operations Committee** — **ACTION**
8. **Public Comment** — **INFORMATION**
9. **Adjournment**

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Commission on the Environment Bylaws
(Section 6)

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Section 4: Committee Quorum

A majority of the members of a committee shall constitute a quorum. The affirmative vote of the majority of the members shall be required for the approval of any matter, regardless of the number of vacancies on the committee or number of members present at the meeting.

Section 5: Minutes

Minutes for committee meetings will reflect the time the meeting was called to order and adjourned, the names of members attending the meeting, the roll call vote on each action item considered at the meeting, and any other items necessary for preserving a record of the meeting. Minutes shall be approved by a majority vote of the committee.

Section 6: Standing Committees

The Commission shall have two standing committees: (1) Finance and Operations; and (2) Planning and Policy. Each committee shall have three members.

Section 6: Finance and Operations Committee

The Finance and Operations Committee shall meet on the second Tuesday of each month at 4:30 p.m. in Room 421 City Hall, 1 Dr. Carlton B. Goodlett, Jr. Place in the City and County of San Francisco. The Finance and Operations Committee shall have general responsibility for the budget, financial planning and operations of the Department of the Environment. This Committee shall work with the Director and make recommendations to the Commission for the financial well-being and effective administration of the Department's programs and activities, including the management of environmental programs, duties, and functions which have been assigned to the Department pursuant to Section 4.128 of the City Charter or by ordinance. This Committee shall also oversee the public education and outreach to the community on environmental issues.

Section 7: Planning and Policy Committee

The Planning and Policy Committee shall meet on the fourth Thursday of each month at 6:00 p.m. in Room 421 City Hall, 1 Dr. Carlton B. Goodlett, Jr. Place in the City and County of San Francisco. The Planning and Policy Committee shall have general responsibility for and oversee the long-term planning and policy development activities of the Department of the Environment, including the Department's assessment of San Francisco's environmental conditions, the development and update of plans for the long-term environmental sustainability of San Francisco, and the review and

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NOTICE OF CANCELLATION OF MEETING

(Agenda)

THE SPECIAL MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT
SCHEDULED FOR 4:30 P.M. WEDNESDAY, JULY 12, 2000

WAS CANCELLED DUE TO LACK OF A QUORUM.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE WILL BE

WEDNESDAY, AUGUST 9, 2000
4:30 P.M.
IN ROOM 421, CITY HALL.

SRADDHA MEHTA
COMMISSION SECRETARY

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Special Meeting
Notice & Agenda*

Finance & Operations Committee
Patricia Chang, Chair

Wednesday, August 9, 2000
4:30 p.m.
Room 34, City Hall

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of June 13, 2000 Meeting** (Explanatory document: Minutes of June 13, 2000 Finance & Operations Committee Meeting)** — **ACTION**
3. **Review of Commission on the Environment's Bylaws** — **DISCUSSION**
   - Finance and Operations Committee's Responsibilities
4. **Organizational Structure of the Department of the Environment** — **DISCUSSION**
   - Staffing
5. **Plans for Habitat Restoration Fund** — **DISCUSSION**
6. **Lake Merced Task Force** — **INFORMATION**
7. **Changing the Meeting Schedule of the Finance and Operations Committee** — **ACTION**
8. **Public Comment** — **INFORMATION**
9. **Adjournment**

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Special Meeting Minutes*

Finance & Operations Committee
Patricia Chang, Chair

Wednesday, August 9, 2000
4:30 p.m.
Room 34, City Hall

1. **Call to Order and Roll Call.** The meeting was called to order at 4:45 p.m. by Commissioner Bradford-Bell. Present were Commissioners Bingham and Bradford-Bell. Commissioner Chang was absent.
2. **Adoption of Minutes of June 13, 2000 Meeting.** Upon motion by Commissioner Bingham, the minutes were unanimously adopted. **ACTION**
3. **Review of Commission on the Environment's Bylaws - Finance and Operations Committee's Responsibilities.** The Committee will discuss its "public education and outreach" role, as addressed in the Commission's bylaws, at a future date. **DISCUSSION**
4. **Organizational Structure of the Department of the Environment.** Executive Director Vietor discussed the current staffing at the Department. She announced the hiring of David Assmann as Eco Center Manager. As the Department will continue to expand, she stated that the Organizational Chart is a work in progress. **DISCUSSION**
5. **Plans for Habitat Restoration Fund.** Executive Director Vietor stated that the Department might receive $150,000 of PG&E settlement monies for toxics mitigation, wetlands restoration, and biodiversity-related work. She discussed the ideas of using the monies for wetlands restoration work at Candlestick Point State Recreation Area or to hire a person to develop a larger program. **DISCUSSION**
6. **Lake Merced Task Force.** Commission Secretary Mehta stated that the Department of the Environment has been asked to designate a staff person or commissioner to serve on the Lake Merced Task Force. Commissioners Bingham and Bradford-Bell stated that they would not be able to serve on the Task Force. **INFORMATION**
7. **Changing the Meeting Schedule of the Finance and Operations Committee (FOC).** The Committee decided to change the FOC meeting day and location to the second Wednesday of the month at 11 Grove Street. The meeting time will remain 4:30 p.m. **ACTION**
8. **Public Comment.** There were no public comments at this time. **INFORMATION**
9. **Adjournment.** The meeting was adjourned at 5:30 p.m.

* Not the regular meeting day and location

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Special Meeting
Notice & Agenda*

Finance & Operations Committee
Patricia Chang, Chair

Wednesday, September 13, 2000
4:00 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of August 9, 2000 Meeting** (Explanatory document: Minutes of August 9, 2000 Finance & Operations Committee Meeting)** — **ACTION**
3. **Report on Department Budget and Administration Procedures** — **INFORMATION**
   - Presentation by David Assmann, Ecocenter Manager
4. **Planning of Department of the Environment Open House** — **DISCUSSION**
5. **Planning of Commission on the Environment Retreat** — **DISCUSSION**
6. **Public Comment** — **INFORMATION**
7. **Adjournment**

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5. **Plans for Habitat Restoration Fund.** Executive Director Vietor stated that the Department might receive $150,000 of PG&E settlement monies for toxics mitigation, wetlands restoration, and biodiversity-related work. She discussed the ideas of using the monies for wetlands restoration work at Candlestick Point State Recreation Area or to hire a person to develop a larger program. **DISCUSSION**
6. **Lake Merced Task Force.** Commission Secretary Mehta stated that the Department of the Environment has been asked to designate a staff person or commissioner to serve on the Lake Merced Task Force. Commissioners Bingham and Bradford-Bell stated that they would not be able to serve on the Task Force. **INFORMATION**
7. **Changing the Meeting Schedule of the Finance and Operations Committee (FOC).** The Committee decided to change the FOC meeting day and location to the second Wednesday of the month at 11 Grove Street. The meeting time will remain 4:30 p.m. **ACTION**
8. **Public Comment.** There were no public comments at this time. **INFORMATION**
9. **Adjournment.** The meeting was adjourned at 5:30 p.m.

* Not the regular meeting day and location

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3.30
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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

RANDALL HAYES, PRESIDENT
SHELLEY BRADFORD-BELL, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA CHANG

REBECCA EVANS
PARIN SHAH
ROBERT K. WERBE

Special Meeting
Minutes

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Finance & Operations Committee
Patricia Chang, Chair

Wednesday, September 13, 2000
4:00 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 4:15 p.m. by Chairperson Chang. Commissioners Chang and Bingham were present. Commissioner Bradford-Bell was excused.

2. **Adoption of Minutes of August 9, 2000 Meeting** The minutes were unanimously adopted upon motion by Commissioner Bingham. **ACTION**

3. **Report on Department Budget and Administration Procedures** **INFORMATION**
David Assmann reported that the Department of the Environment budget has increased dramatically in comparison to past fiscal years. He stated that the "Habitat Restoration Fund", various monies from the Solid Waste Management Program, and Clean Air Program grant monies were not included in the budget report. Mr. Assmann also stated that he would be setting up several administrative procedures, including timesheets, personnel tracking, and short-term planning.

4. **Planning of Department of the Environment Open House** **DISCUSSION**
Mark Westlund reported on the progress of Open House preparations. He discussed displays, including recycled art and alternative fuel vehicles, interpretive signs, and literature. He stated that Millennium restaurant would be donating food for the Open House.
Comments:
   - Commissioner Bingham stated that PG&E has a display of the wattage for different light bulbs.

5. **Planning of Commission on the Environment Retreat** **DISCUSSION**
Commission Secretary Mehta reviewed the retreat schedule with the Committee.
Comments:
   - Commissioner Evans (via the Commission Secretary) expressed her view that it would be more efficient to have the public comment at the end of the meeting rather than throughout the entire retreat.
   - Commissioner Bingham expressed her view that this year's retreat should focus on strategic planning, rather than responding to public comments. She stated that

comments after each agenda item should be limited and that there should be no presentations. Commissioner Bingham expressed her view that staff should be invited for items 3,7, and 8.

- Commissioner Chang expressed her view that planning (i.e. item 8) should be for more than this fiscal year; she recommended the next three fiscal years.

6. **Public Comment.** There were no public comments at this time. **INFORMATION**

7. **Adjournment.** The meeting was adjourned at 5:00 p.m.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

RANDALL HAYES, PRESIDENT
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NOTICE OF CANCELLATION OF MEETING

THE MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. WEDNESDAY, OCTOBER 6, 2000

per phone call

IS CANCELLED.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE IS TENTATIVELY SCHEDULED FOR

WEDNESDAY, NOVEMBER 8, 2000
4:30 PM
AT THE DEPARTMENT OF THE ENVIRONMENT AT 11 GROVE STREET

SRADDHA MEHTA
COMMISSION SECRETARY

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THE MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. WEDNESDAY, NOVEMBER 8, 2000

IS CANCELLED.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE IS TENTATIVELY SCHEDULED FOR

MONDAY, NOVEMBER 27, 2000
4:30 PM
AT THE DEPARTMENT OF THE ENVIRONMENT AT 11 GROVE STREET

SRADDHA MEHTA
COMMISSION SECRETARY

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Special Meeting
Notice & Agenda*
Finance & Operations Committee
Patricia Chang, Chair
Monday, November 27, 2000
~~4:00 p.m.~~ 4:30 pm
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of September 13, 2000 Meeting** (Explanatory document: Minutes of September 13, 2000 Finance & Operations Committee Meeting)** — **ACTION**
3. **Personnel Update - Resource Efficient Building Coordinator Search** (Explanatory documents: Release from Reserve For Energy Specialists – Budget and Plan)** — **INFORMATION**
4. **Green Building Grant From California Integrated Waste Management Board** — **INFORMATION**
5. **Finance Report through October, 2000** — **INFORMATION**
6. **Public Comment** — **INFORMATION**
7. **Adjournment**

* Not the regular meeting day.

** Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

ACCESSIBLE MEETING INFORMATION

Air Quality
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#21 Hayes, #42 Downtown Loop, #47 Van Ness, #49 Van Ness/Mission, #71 Haight/Noriega, the F-line to Market and Van Ness, and the MUNI Metro stations at Van Ness and Market and Civic Center. For more information about MUNI accessible services, please call 923-6142. There is accessible parking in the vicinity of City Hall, underneath Civic Center Plaza, and adjacent to Davies Symphony Hall and the Veterans War Memorial complex. Large print agendas, audio tapes of minutes, sound-enhancement equipment, and other services to aid the visually and hearing-impaired to attend the meeting are available by calling 554-6390.

Statement of Nondiscrimination

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.*(Added by Ord. 265-93, App. 8/18/93; amended by Ord. 292-95, App. 9/8/95)*

DEPARTMENT OF THE ENVIRONMENT

CITY AND COUNTY OF SAN FRANCISCO

FRANCESCA VIETOR, DIRECTOR

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To: Daley Dunham, Budget Analyst, Board of Supervisors
From: Marina Kipnis, Department of the Environment
Re: Budget for the $146,244 Funding Allocation
Date: November 16, 2000

Per your request, please find below the budget for the $146,244 allocated to fund to energy specialist positions at the Department of the Environment:

	Per pay period	Pay periods	Total for 1 position	Total for two positions
Salary per 5608 in 2000 (FY 00-01)	$2,577.00	2	$5,154.00	$10,308.00
Salary per 5608 in 2001 (FY 00-01)	$2,614.00	13	$33,982.00	$67,964.00
Total Salaries		15	$39,136.00	$78,272.00
Total Benefits at 24% of salaries			$9,392.64	$18,785.00
Professional Services (See Attached)				$39,636.00
Training				$1,500.00
Computer/Software				$5,000.00
Furniture/Files				$1,000.00
Phone Lines/Use				$900.00
Office Supplies				$651.00
Subscriptions				$500.00
Total Amount				$146,244.00

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Professional Services Detail

The reason for professional services is to provide specialized support to the two energy specialist positions. The energy specialists would have broad knowledge of energy issues and technology, but cannot have technical expertise and experience in all aspects of energy markets, energy policies, regulations, equipment, design tools, and construction practices. The following is a breakdown of the $39,636.00 professional services line item in the budget:

1. $18,636 Consultants will review, analyze, and make recommendations for specialized energy efficient design measures and renewable energy in new construction projects. This may include benefit-cost analysis and building modeling. Expected projects include Laguna Honda Hospital, several libraries, several recreation centers, and a new administrative building at 525 Golden Gate. Department of the Environment will workorder CCSF Department of Public Works/Bureau of Architecture to incorporate the specialized energy efficiency measures into the design projects.

2. $5,000 Consultants will develop design tools for specialized efficiency technologies in new construction projects.

3. $5,000 Consultants will assist in the development and implementation of workshops for CCSF engineers, architects, building inspectors, and other staff on design of renewable energy and energy-efficient HVAC, lighting, and other systems.

4. $5,000 Consultants will provide technical assistance for the development of a CO2 reduction plan. The assistance can include market segmenting, estimating market potential, defining market barriers, designing programs, estimating market penetration, estimating program costs, and analyzing local economic benefits of CO2 reduction programs.

5. $3,000 Consultants will develop RFP and specifications language for specialized energy-efficient design measures in new construction projects.

6. $2,000 Consultants will prepare and review building commissioning plans for the energy-efficient design measures in new construction projects.

7. $1,000 Consultants will review and assess training proposed by contractors on specialized energy using equipment in new construction projects.

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DEPARTMENT OF THE ENVIRONMENT

CITY AND COUNTY OF SAN FRANCISCO

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PROPOSAL FOR RELEASE OF FUNDS ON RESERVE FOR ENERGY CONSERVATION

Background: The Board of Supervisors has put $146,244 of funding for the Department of the Environment on reserve for the purpose of energy conservation. This proposal asks that these funds, which were work ordered from Hetch Hetchy for Energy Conservation, be released for the purpose of hiring two senior energy and resource conservation specialists to work with the Department of the Environment's new Resource Efficiency and Energy Conservation Manager to develop a comprehensive energy and resource conservation program for the City of San Francisco. A portion of the funds would be used to provide for program materials for the specialists.

Proposed Allocation of Funds: Two senior energy and resource conservation specialists, class 5608, would be hired as of December 4, 2000. These positions would be temporary. The allocation of these funds will cover salaries and expenses through the end of fiscal year 2000-2001. Staff in these positions would work under the direction of the Resource Efficiency and Energy Conservation Manager, class 1888. Some of the funds would also go toward paying for professional services to hire consultants and the City and County of San Francisco Bureau of Architecture to provide technical expertise on energy efficiency. The subject positions would focus on the following areas:

- Designing, implementing and promoting the energy conservation programs outlined in the Resource Efficient Building Ordinance
- Working with the 10 pilot projects selected under the guidelines of the Resource Efficient Building Ordinance on energy conservation programs for each of these projects
- Using the Sustainability Plan and Department of the Environment planning documents as a guide, designing, initiating, implementing, monitoring and evaluating an energy policy for the City of San Francisco
- Design and implement a local Climate Change Plan (CCP) for energy and CO2 emissions reduction, including working with the International Council for Local Environmental Initiatives (ICLEI)
- Developing plans and budgets for sustainable energy programs to be funded by energy savings

Allocation Request for Fiscal Year 00-01

Salaries	$ 78,272.00
Benefits	$ 18,785.00
Professional Services	$ 39,636.00
Training	$ 1,500.00
Computer/Software	$ 5,000.00
Furniture	$ 1,000.00
Phone	$ 900.00
Office Supplies	$ 651.00
Subscriptions	$ 500.00
Total	$ 146,244.00

Short Job Description: Perform a variety of duties related to the implementation, monitoring and evaluation of a broad range of resource and energy issues and projects, including: development and implementation of resource and energy efficiency plans and programs; reduction of fossil fuel consumption by vehicles and power plants; conservation and efficient utilization of water and energy resources; and representation of the City in a wide variety of trade and industry forums at which fossil fuel reduction, resource and energy efficiency, renewable resources, greenhouse gases, climate change and long term sustainability are presented and discussed. In addition, this position will assist with the preparation of grant proposals; generate research studies, reports, contracts and other written materials, and perform other related duties as required.

Minimum Qualifications:

1. Possession of a baccalaureate degree from an accredited college or university with major course work in any of the following areas: planning, engineering, ecology, energy conversation, the physical or biological sciences, architecture, or a closely related field; AND

2. Three (3) years of verifiable, professional experience in the initiation, implementation, monitoring and/or evaluation of energy conservation projects or programs.

Work Plan For Resource and Energy Efficiency Program Area:

The following specific projects will be carried out by the entire resource and energy efficiency program area. There are currently two staff in this area, and if the two additional staff are approved, the four staff would work on the following specific projects.

IMPLEMENT RESOURCE EFFICIENT BUILDING (REB) ORDINANCE

- monitor mandatory measures
- develop new mandatory measures
- provide energy recommendations and monitoring on pilot projects
- identify funds/financing for incremental capital costs
- draft design and overall guidelines
- participate on task force
- coordinate consultant work

ENERGY POLICY AND PROGRAM PLANNING

- Research and analyze information on conservation programs and products
- Develop a city-wide energy efficiency and renewables plan and budget
- Develop a program for photovoltaic financing and implementation
- Develop plans and programs to mitigate adverse energy impacts
- Evaluate new proposed power generation projects
- Develop plans for implementation of energy section in sustainability plan
- Track and provide input to energy studies and reliability issues

FINANCING AND FUNDRAISING

- Develop a plan and a budget for sustainable energy programming to be funded by energy savings
- Identify funding sources for retrofits, incremental costs and renewables

- Identify financing opportunities for revenue generation, job creation, incremental cost subsidies

- Develop a plan and a budget for sustainable energy programming

IMPLEMENT GLOBAL WARMING ACTIVITIES

- design, finalize and implement local action plan for energy emissions reductions (CO2 reductions)

- set and meet City and County energy emission reduction goals

- liaison with International Council for Local Environmental Intiatives (ICLEI)

TRACK POWER PLANTS/GENERATION PROJECTS

- Potrero Power plant

  -assist with Southern negotiations
  -participate with task force
  -ensure environmental programming and efficiencies

- Shut down of Bayview Hunters Point

  -attend meetings/negotiations on new power plant sitings

- Help coordinate business plan with Hetch Hetchy to site plants

SPECIAL PROJECTS

- Develop and implement green schools program

- Assist with sustainable development of San Francisco's military bases

- Develop commercial and residential energy efficiency outreach programs

- Assist with related projects on an as-needed basis.

3.30

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Special Meeting Minutes*
Finance & Operations Committee
Patricia Chang, Chair
Monday, November 27, 2000
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 5:10 p.m. by Chairperson Chang. Commissioners Chang and Bingham were present. Commissioner Bradford-Bell was excused.

2. **Adoption of Minutes of September 13, 2000 Meeting.** The minutes of the September 13, 2000 meeting were unanimously adopted upon motion by Commissioner Chang. **ACTION**

3. **Personnel Update - Resource Efficient Building Coordinator Search** **INFORMATION**
David Assmann stated that the Department received 15 resumes for the REB Coordinator position and that the first round of interviews had been completed. He also stated that the Board of Supervisors set aside funds for two temporary energy specialist positions, but that the Department prefers to hire one person for two years on a personal services contract. The Finance and Labor Committee of the Board and the Civil Service Commission would have to approve the decision.
Comments:
   - Commissioner Chang asked Mr. Assmann what the goals of the REB Coordinator are. Mr. Assmann replied that the main goals of the REB Coordinator are to manage 10 green building pilot projects and set standards for City buildings and the City as a whole.
   - Commissioner Bingham expressed her view that it would be nice to see schools participate in the pilot program because it would be a good educational opportunity.

4. **Green Building Grant From California Integrated Waste Management Board** **INFORMATION**
The Department received a $72,450 grant from the California Integrated Waste Management Board for green building-related work. The scope of work for the grant is to design a green building toolkit for architects and to train architects by holding workshops. The new REB Coordinator will work on this project.

5. **Finance Report through October, 2000** **INFORMATION**
David Assmann stated that the Department is spending less money than it is budgeted for, given how much time has passed since the beginning of the fiscal year. Part of the savings is in the salary line, due to vacancies.
Comments:
   - Commissioner Bingham asked if surplus salary monies could be used for other things. Mr. Assmann responded that they could, with approval from the Mayor's

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Budget Office.

6. **Public Comment.** There were no public comments at this time. The Committee decided to cancel the December Finance and Operations meeting. **INFORMATION**

7. **Adjournment.** The meeting was adjourned at 5:50 p.m.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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NOTICE OF CANCELLATION OF MEETING

THE MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. WEDNESDAY, DECEMBER 13, 2000

IS CANCELLED.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE IS TENTATIVELY SCHEDULED FOR

WEDNESDAY, JANUARY 10, 2000
4:30 PM
AT THE DEPARTMENT OF THE ENVIRONMENT AT 11 GROVE STREET

SRADDHA MEHTA
COMMISSION SECRETARY

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DEPARTMENT OF THE ENVIRONMENT

CITY AND COUNTY OF SAN FRANCISCO

FRANCESCA VIETOR, DIRECTOR

December 5, 2000

To Whom It May Concern:

The California Legislature has recognized that the City of San Francisco and specifically the residents of Hunters Point and Potrero have disproportionately suffered from the presence of power plants in their neighborhoods. In order to support these communities, the Legislature appropriated $13 million to the City to mitigate the impacts of the sale and possible expansion of the Potrero plant and the ultimate shutdown of the Hunters Point plant. The City has determined that the most appropriate use of these funds is to disburse the money to the affected communities through a grants program. The Commission on the Environment is the lead agency responsible for overseeing the grants program and ultimately recommending grants to the City and County of San Francisco for disbursement.

Based on the state appropriation, public input and staff recommendations, the Commission on the Environment has adopted an initial application packet for the grants program. All qualified organizations are encouraged to apply for grants under the criteria specified in the packet. The packet is available at the following locations:

Department of the Environment
11 Grove Street (near Civic Center BART)

Commission on the Environment Web Site
http://www.ci.sf.ca.us/environment_commission/reports.htm

San Francisco Public Library, Government Information Center, 5th Floor
100 Larkin Street, San Francisco (near Civic Center BART)

Bayview/Hunters Point Advocates
5021 3rd Street (Bayview District)

Southeast Health Center
2401 Keith Street at Armstrong

Potrero Hill Neighborhood House
953 DeHaro Street (Potrero District)

The Commission is making every effort to widely distribute the packet and would greatly appreciate your assistance in forwarding the information contained in this letter to any interested parties. Thank you.

Sincerely,

Francesca Vietor
Executive Director, Department of the Environment

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SFENVIRONMENT.COM
TELEPHONE (415) 554-6390 FAX 554-6393 E-MAIL: ENVIRONMENT@CI.SF.CA.US

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Regular Meeting
Notice & Agenda
Finance & Operations Committee
Patricia Chang, Chair
Wednesday, January 10, 2001
4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of November 27, 2000 Special Meeting** (Explanatory document: Minutes of November 27, 2000 Finance & Operations Committee Special Meeting)* — **ACTION**
3. **Personnel Update – Release from Reserve for Energy Specialist and REB Coordinator Search** — **INFORMATION**
4. **Urban Forestry Program, Ordinance, and Funding** — **INFORMATION**
5. **First Draft of Budget for Fiscal Year 2001-2002** — **INFORMATION**
6. **Finance Report through November, 2000** — **INFORMATION**
7. **Public Comments** — **INFORMATION**
8. **Adjournment**

* Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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Minutes
Finance & Operations Committee
Patricia Chang, Chair
Wednesday, January 10, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 4:34 p.m. by Commissioner Bingham. Commissioners Bradford-Bell and Bingham were present. Commissioner Chang was excused. Commissioner Bingham acted as Chair in Commissioner Chang's absence.
2. **Adoption of Minutes of November 27, 2000 Special Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**
3. **Personnel Update – Release from Reserve for Energy Specialist and REB Coordinator Search.** David Assmann announced that the new Resource Efficient Building Coordinator, Mark Palmer, would start on February 5, 2001. He also stated that $146,000 would be set aside by the Board of Supervisors for energy conservation work. **INFORMATION**
4. **Urban Forestry Program, Ordinance, and Funding.** Mr. Assmann announced that the Board of Supervisors would consider the Urban Forestry Ordinance at their next meeting. The Urban Forestry Council is dependent on funding. Mr. Assmann stated that City Departments and private sources of funding could be considered. **INFORMATION**
   Comments:
   - Commissioner Bingham asked whether Friends of the Urban Forest (FUF) supports the Urban Forestry Ordinance. Mr. Assmann stated that FUF supports the ordinance and that the Urban Forestry Council would work with FUF to identify sources of funding for urban forestry.
   - Carrie Derke stated that the monies that FUF used to receive from the Transportation Authority for urban forestry are no longer available.
5. **First Draft of Budget for Fiscal Year 2001-2002.** Mr. Assmann briefly discussed the budget process. He stated that the Department has been given instructions from the Mayor's Office to cut back the entire budget by 2 percent. The Department will need to find additional sources of funding. **INFORMATION**
6. **Finance Report through November, 2000.** The finance report indicates that the Department has been under spending. There have been salary savings due to vacancies. However, the Department has been overspending in Reprographics (printing). **INFORMATION**

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7. **Public Comments** **INFORMATION**

- Millicent Mayfield asked if any possible sources of funding have been identified for urban forestry. Mr. Assmann stated that no sources have been identified yet, but that City Departments and private groups are working together to identify funding sources. He also stated that the minimum cost for an Urban Forestry Council would be $80,000-$100,000 for one position and administration costs.
- Carrie Derke asked if the City has a policy to accept corporate funding. Mr. Assmann stated that he is unaware whether such a policy exists, but that a City Attorney would probably be able to answer the question.

8. **Adjournment.** The meeting was adjourned at 5:08 p.m.

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

RANDALL HAYES, PRESIDENT
PARIN SHAH, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
PATRICIA CHANG

REBECCA EVANS
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Regular Meeting
Notice & Agenda
Finance & Operations Committee
Patricia Chang, Chair
Wednesday, February 14, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of January 10, 2001 Meeting** (Explanatory document: Minutes of January 10, 2001 Finance & Operations Committee Meeting)* — **ACTION**
3. **Consideration and Approval of Budget for Fiscal Year 2001-2002** — **ACTION**
4. **Finance Report through December, 2000** — **INFORMATION**
5. **Public Comments** — **INFORMATION**
6. **Adjournment**

* Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

ACCESSIBLE MEETING INFORMATION

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Minutes
Finance & Operations Committee
Patricia Chang, Chair
Wednesday, February 14, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 4:45 p.m. by Commissioner Bingham. Commissioners Bingham and Bradford-Bell were present. Commissioner Chang arrived during Item #3 and did not act on Item #2.
2. **Adoption of Minutes of January 10, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**
3. **Consideration and Approval of Budget for Fiscal Year 2001-2002.** Deputy Director Assmann presented on the ***draft*** department budget for fiscal year 2001-2002, since the budget is in a fluid state. He stated that the increase in the salary line from the previous budget is due to the addition of three positions. Mr. Assmann included the administrative costs associated with the $13 million grant program in the draft budget. He stated that three positions have also been proposed to manage the grant program and that the Commission Secretary and the Executive Director would also be reimbursed for time spent on the program. Commissioners Bradford-Bell and Bingham asked what the responsibilities for each of the three grant program positions would be. Mr. Assmann stated that the job descriptions are still in draft format and that the administrative costs estimated for the positions are conservative and not binding. The committee did not act on the budget because it is still changing. **ACTION**
4. **Finance Report through December, 2000.** Mr. Assmann presented the budget report through the pay period of January 19, 2001. He stated that the department has only spent 36% of its budget in 58% of the year. He stated that the lack of spending is due to vacancies in the department throughout the fiscal year. **INFORMATION**
5. **Public Comments.** There were no public comments at this time. **INFORMATION**
6. **Adjournment.** The meeting was adjourned at 5:35 p.m.

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Regular Meeting
Notice & Agenda
Finance & Operations Committee
Patricia Chang, Chair
Wednesday, March 14, 2001
4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of February 14, 2001 Meeting** (Explanatory document: Minutes of February 14, 2001 Finance & Operations Committee Meeting)* — **ACTION**
3. **Update on Budget for Fiscal Year 2001-2002** — **INFORMATION**
4. **Finance Report through February, 2001** — **INFORMATION**
5. **Public Comments** — **INFORMATION**
6. **Adjournment**

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Minutes
Finance & Operations Committee
Wednesday, March 14, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 4:52 p.m. by Commissioner Bingham. Commissioners Bingham and Bradford-Bell were present. Commissioner Chang was absent.
2. **Adoption of Minutes of February 14, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**
3. **Update on Budget for Fiscal Year 2001-2002.** Deputy Director Assmann reported that the budget process is moving slowly, and, as a result there are no new developments. He stated that MOED has agreed to temporarily pay for one position for the $13 million grant program, to be reimbursed at a later date. **INFORMATION**
   Comments:
   - Commissioner Bradford-Bell asked if the Department's budget would be impacted by a solar energy bond. Mr. Assmann responded that there would be additional work for the Department associated with the bond.
4. **Finance Report through February, 2001.** Deputy Director Assmann stated the Department has spent 43% of its funds in 69% of the year. Mr. Assmann stated that this underspending is largely due to savings in the salary line from vacant positions. **INFORMATION**
5. **Public Comments** **INFORMATION**
   - Commissioner Bingham stated that the City of Oakland has installed energy efficient traffic lights. David Assmann stated that San Francisco has also installed some. Commissioner Bingham also stated that she is disappointed about Muni's decision to purchase 95 diesel buses. She requested that the Executive Director include a diesel update on the next Director's report.
6. **Adjournment.** The meeting was adjourned at 5:17 p.m. The April Finance and Operations Committee meeting is cancelled. The next meeting will be on May 9, 2001 at 4:30 p.m. at 11 Grove St.

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NOTICE OF CANCELLATION OF MEETING

THE MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT SCHEDULED FOR 4:30 P.M. WEDNESDAY, APRIL 11, 2001

IS CANCELLED.

THE NEXT MEETING OF THE FINANCE & OPERATIONS COMMITTEE IS TENTATIVELY SCHEDULED FOR

WEDNESDAY, MAY 9, 2001
4:30 PM
AT THE DEPARTMENT OF THE ENVIRONMENT AT 11 GROVE STREET

SRADDHA MEHTA
COMMISSION SECRETARY

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Special Meeting*
Notice & Agenda
Finance & Operations Committee
Tuesday, May 8, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of March 14, 2001 Meeting** (Explanatory document: Minutes of March 14, 2001 Finance & Operations Committee Meeting)** — **ACTION**
3. **Consideration and Approval of Resolution No. 007-01-COE Revised Department of the Environment Record Retention and Destruction Policy** (Explanatory document: Resolution No. 007-01-COE Revised Department of the Environment Record Retention and Destruction Policy)** — **ACTION**
4. **Update on Budget for Fiscal Year 2001-2002** — **INFORMATION**
5. **Finance Report through March, 2001** — **INFORMATION**
6. **Public Comments** — **INFORMATION**
7. **Adjournment**

* This is a special meeting because it is not on the regular day. Finance and Operations Committee meetings are usually on the second Wednesday of every month.

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RESOLUTION No. 007-01-COE **May 8, 2001**
[Revised Departmental Record Retention and Destruction Policy]

ADOPTION OF DEPARTMENT OF THE ENVIRONMENT RECORD RETENTION AND DESTRUCTION POLICY

WHEREAS, Chapter 8 of the San Francisco Administrative Code requires each department head to maintain records and create a records retention and destruction schedule; now, therefore, be it

RESOLVED, that the Commission on the Environment adopts the attached Record Retention and Destruction Policy for the Department of the Environment; and, be it

FURTHER RESOLVED, that the Commission on the Environment empowers the President of the Commission to sign off on the Department of the Environment Record Retention and Destruction Policy on behalf of the Commission.

ATTACHMENT A

DEPARTMENT OF THE ENVIRONMENT
Record Retention and Destruction Policy

The Department of the Environment Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Department of the Environment in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Department of the Environment shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Department of the Environment shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- Permanent records. Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed and special measures are followed. Admin. Code Section 8.4. Once microfilmed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Department of the Environment. Examples of permanent records include audit reports, citizen complaints and settlement agreements.

- Essential records. Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include Code Interpretations, and Regulations.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Department of the Environment will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are permit applications, Commission packets & correspondence, contracts and grants exchanged drafts of contract and grant agreements.

- Where no retention period specified by law. Where no specific retention period is specified by law, the department must specify the retention period for those records that the department is required to retain. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include files on specific environmental issues and organizations.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless otherwise specified by local law (e.g., department head calendars). Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include calendars (other than Director Francesca Vietor's calendar), telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

C. STORAGE OF RECORDS

Records may be stored in the Department of the Environment's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Department of the Environment's office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files, personnel files, and calendars. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Department of the Environment's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Department of the Environment's storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Department of the Environment but which because of their age or research value may be of historical interest or significance may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE

TYPE OF RECORD	RETENTION CATEGORY [e.g., current, permanent]	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years			
Advice Letters	2	2 years, or until superceded			
Audit Reports	1	Permanent			
Audit Work Papers	2	2 years			
Annual Reports	1	Permanent			
Annual Work Program	1	Permanent			
Budget Files	2	2 years			
Calendar [department head]	2	2 years			Required by Admin. Code §67.29-5
Citizen Complaints	1	Permanent			
Complaint logs	4	None			
Chronological files	4	None			
Code Interpretations	1	Permanent			
Contributions (posted on web site)	2	2 years (3 mos. on website)			
Correspondence, miscellaneous	2	2 years			
Correspondence not requiring f/u	4	None			
Correspondence, draft	4	None			
Executive Director Reports	2	5 years			
Famis Reports	2	2 years			
Fax Transmittal Sheets	4	None			
Financial Records, miscellaneous	2	2 years after of applicable fiscal year			
Invoices	2	2 years after of applicable fiscal year			
Interdepartmental Correspondence	2	2 years			

Journals/Magazines/Catalogs	4	None			
Legal Advice	2	Until superceded			
Legislative Drafts	4	None			
Memoranda, miscellaneous	4	None			
Memoranda, policy/decisional	2	5 years or until superceded			
Payables (Invoices)	2	2 years			
Publications, reports created by department	2	2 years			
Revolving Funds Records	2	2 years			
Settlement Agreements	1	Permanent			
Work Orders and Payments	2	2 years			
Audio/Video recordings not otherwise specified	2	2 years			
Files on specific environmental organizations/issues	2	2 years			
Regulations	1	Permanent			
COMMISSION RECORDS					
Commission Correspondence	2	2 years			
Commission Files	1	Permanent			
Commission Packets	2	2 years			
Motions and Resolutions	1	Permanent			
Agendas, Notices and Minutes of Commission and Committee Meetings	1	Permanent			
Audio/Video recording of meetings of policy bodies	1	Permanent			Required by Admin. Code §67.14
CONTRACT/GRANT RECORDS					
Contracts/Agreements	2	Life of agreement + 20 years			
MOUs/Grants	2	2 years or life of agreement			
Contract/Agreement/MOU/Grant Correspondence	2	2 years or life of agreement			
Records of Payments on Contracts/Agreements	2	Life of agreement + 20 years			
Records of Payments on MOUs/Grants	2	2 years or life of agreement			

Exchanged Drafts of Agreements	2	2 years			Admin. Code §67.24(a)
Lease Files	2	1 year after expiration			
Purchase Orders	2	2 years			
Regulations	1	Permanent			
Requests for Proposals (RFPs)and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years			
RFP Scoring Records	2	2 years			Admin. Code §67.24(e)
HUMAN RESOURCES RECORDS					
ADA Request for Reasonable Accommodation Report	2	2 years			
Equal Opportunity Plan	2	2 years			
Discrimination Complaints	2	5 years			
Conflict of Interest Form 700	2	7 years			
Accident – Injury Reports	2	5 years			
Employment Applications/Resumes	2	2 years			
Ergonomic Records	2	2 years			
Family Medical Leave Act Records	2	3 years			Required by Fair Labor Standards Act §11(c)
Payroll Records	2	2 years			
Personnel Files	2	2 years			
Sexual Harassment Complaints	2	2 years			
Time Rosters	2	2 years			
Time Sheets	2	2 years			
Travel and Reimbursement Records	2	2 years			
Workers' Compensation Records	2	5 years			Title 8, Cal. Code of Regulations, Section 10102

APPROVALS:

Approved by:

_____ _____
Randall Hayes Date Approved
President, Commission on the Environment

_____ _____
Francesca Vietor Date Approved
Director, Department of the Environment

Approved as to Records Relating to Financial Matters:

Ed Harrington, Controller

_____ _____
Controller Staff Date Approved

Approved as to Records of Legal Significance:

Louise H. Renne, City Attorney

_____ _____
Deputy City Attorney Date Approved

Approved as to Records Relating to Payroll Matters:

_____ _____
Clare M. Murphy Date Approved
Executive Director, Retirement System

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ATTACHMENT A

DEPARTMENT OF THE ENVIRONMENT
Record Retention and Destruction Policy

The Department of the Environment Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Department of the Environment in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Department of the Environment shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Department of the Environment shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- Permanent records. Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed and special measures are followed. Admin. Code Section 8.4. Once microfilmed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Department of the Environment. Examples of permanent records include audit reports, citizen complaints and settlement agreements.

- Essential records. Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include Code Interpretations, and Regulations.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Department of the Environment will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are permit applications, Commission packets & correspondence, contracts and grants exchanged drafts of contract and grant agreements.

- Where no retention period specified by law. Where no specific retention period is specified by law, the department must specify the retention period for those records that the department is required to retain. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include files on specific environmental issues and organizations.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless otherwise specified by local law (e.g., department head calendars). Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include calendars (other than Director Francesca Vietor's calendar), telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

C. STORAGE OF RECORDS

Records may be stored in the Department of the Environment's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Department of the Environment's office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files, personnel files, and calendars. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Department of the Environment's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Department of the Environment's storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Department of the Environment but which because of their age or research value may be of historical interest or significance may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE

TYPE OF RECORD	RETENTION CATEGORY [e.g., current, permanent]	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years			
Advice Letters	2	2 years, or until superceded			
Audit Reports	1	Permanent			
Audit Work Papers	2	2 years			
Annual Reports	1	Permanent			
Annual Work Program	1	Permanent			
Budget Files	2	2 years			
Calendar [department head]	2	2 years			Required by Admin. Code §67.29-5
Citizen Complaints	1	Permanent			
Complaint logs	4	None			
Chronological files	4	None			
Code Interpretations	1	Permanent			
Contributions (posted on web site)	2	2 years (3 mos. on website)			
Correspondence, miscellaneous	2	2 years			
Correspondence not requiring f/u	4	None			
Correspondence, draft	4	None			
Executive Director Reports	2	5 years			
Famis Reports	2	2 years			
Fax Transmittal Sheets	4	None			
Financial Records, miscellaneous	2	2 years after of applicable fiscal year			
Invoices	2	2 years after of applicable fiscal year			
Interdepartmental Correspondence	2	2 years			

Journals/Magazines/Catalogs	4	None			
Legal Advice	2	Until superceded			
Legislative Drafts	4	None			
Memoranda, miscellaneous	4	None			
Memoranda, policy/decisional	2	5 years or until superceded			
Payables (Invoices)	2	2 years			
Publications, reports created by department	2	2 years			
Revolving Funds Records	2	2 years			
Settlement Agreements	1	Permanent			
Work Orders and Payments	2	2 years			
Audio/Video recordings not otherwise specified	2	2 years			
Files on specific environmental organizations/issues	2	2 years			
Regulations	1	Permanent			
COMMISSION RECORDS					
Commission Correspondence	2	2 years			
Commission Files	1	Permanent			
Commission Packets	2	2 years			
Motions and Resolutions	1	Permanent			
Agendas, Notices and Minutes of Commission and Committee Meetings	1	Permanent			
Audio/Video recording of meetings of policy bodies	1	Permanent			Required by Admin. Code §67.14
CONTRACT/GRANT RECORDS					
Contracts/Agreements	2	Life of agreement + 20 years			
MOUs/Grants	2	2 years or life of agreement			
Contract/Agreement/MOU/Grant Correspondence	2	2 years or life of agreement			
Records of Payments on Contracts/Agreements	2	Life of agreement + 20 years			
Records of Payments on MOUs/Grants	2	2 years or life of agreement			

Exchanged Drafts of Agreements	2	2 years			Admin. Code §67.24(a)
Lease Files	2	1 year after expiration			
Purchase Orders	2	2 years			
Regulations	1	Permanent			
Requests for Proposals (RFPs)and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years			
RFP Scoring Records	2	2 years			Admin. Code §67.24(e)
HUMAN RESOURCES RECORDS					
ADA Request for Reasonable Accommodation Report	2	2 years			
Equal Opportunity Plan	2	2 years			
Discrimination Complaints	2	5 years			
Conflict of Interest Form 700	2	7 years			
Accident – Injury Reports	2	5 years			
Employment Applications/Resumes	2	2 years			
Ergonomic Records	2	2 years			
Family Medical Leave Act Records	2	3 years			Required by Fair Labor Standards Act §11(c)
Payroll Records	2	2 years			
Personnel Files	2	2 years			
Sexual Harassment Complaints	2	2 years			
Time Rosters	2	2 years			
Time Sheets	2	2 years			
Travel and Reimbursement Records	2	2 years			
Workers' Compensation Records	2	5 years			Title 8, Cal. Code of Regulations, Section 10102

APPROVALS:

Approved by:

_____ _____
Randall Hayes Date Approved
President, Commission on the Environment

_____ _____
Francesca Vietor Date Approved
Director, Department of the Environment

Approved as to Records Relating to Financial Matters:

Ed Harrington, Controller

_____ _____
Controller Staff Date Approved

Approved as to Records of Legal Significance:

Louise H. Renne, City Attorney

_____ _____
Deputy City Attorney Date Approved

Approved as to Records Relating to Payroll Matters:

_____ _____
Clare M. Murphy Date Approved
Executive Director, Retirement System

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

3.30

4/01 special

RANDALL HAYES, PRESIDENT
PARIN SHAH, VICE PRESIDENT
THE REV. SALLY G. BINGHAM
ARLENE RODRIGUEZ

REBECCA EVANS
SHELLEY BRADFORD-BELL
ROBERT K. WERBE

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Special Meeting*
Notice & Agenda
Finance & Operations Committee
Thursday, June 14, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of March 14, 2001 Meeting** (Explanatory document: Minutes of March 14, 2001 Finance & Operations Committee Meeting)** — **ACTION**
3. **Update on Budget for Fiscal Year 2001-2002** — **INFORMATION**
4. **Finance Report through April, 2001** — **INFORMATION**
5. **Public Comments** — **INFORMATION**
6. **Adjournment**

* This is a special meeting because it is not on the regular day. Finance and Operations Committee meetings are usually on the second Wednesday of every month.

** Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage: www.ci.sf.ca.us/environment_commission; or, upon request to the Commission Secretary, at the above address or telephone number 415-554-6392, or via e-mail at sraddha_mehta@ci.sf.ca.us within three business days of a meeting.

ACCESSIBLE MEETING INFORMATION

Air Quality
In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals. [Section 67.15 of the San Francisco Administrative Code, Sunshine Ordinance.]

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

11 Grove Street, San Francisco, California 94102
www.ci.sf.ca.us/environment
Telephone (415) 554-6390 Fax 554-6393 E-mail: Environment@ci.sf.ca.us

Accessibility of Meeting Location

The meeting room is accessible by wheelchair. The closest accessible BART station is Civic Center, four blocks from City Hall. Accessible MUNI lines serving this location are the #5 Fulton/McAllister, #19 Polk, #21 Hayes, #42 Downtown Loop, #47 Van Ness, #49 Van Ness/Mission, #71 Haight/Noriega, the F-line to Market and Van Ness, and the MUNI Metro stations at Van Ness and Market and Civic Center. The closest BART station serving City Hall at 1 Dr. Carlton B. Goodlett Place (formerly Polk Street) is the Civic Center station. The closest MUNI Metro stations are at Van Ness & Market and Civic Center. For more information about MUNI accessible services, please call 923-6142. There is accessible parking in the vicinity of City Hall, underneath Civic Center Plaza, and adjacent to Davies Symphony Hall and the Veterans War Memorial complex. Large print agendas, audio tapes of minutes, sound-enhancement equipment, and other services to aid the visually and hearing-impaired to attend the meeting are available by calling 554-6390.

Statement of Nondiscrimination

The Commission on the Environment does not discriminate on the basis of disability, race, color, creed, ethnic origin, gender, or sexual orientation in employment or in the admission and access to its programs or activities.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE *(Chapter 67 of the San Francisco Administrative Code)* Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE. Donna Hall, Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 Phone: (415) 554-7724, Fax: (415) 554-7854 E-mail: Donna_Hall@ci.sf.ca.us

3.30
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14/01
Special

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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THE REV. SALLY G. BINGHAM
ARLENE RODRIGUEZ

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Special Meeting*
Minutes
Finance & Operations Committee
Thursday, June 14, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order at 4:55 p.m. by Commissioner Bingham. Commissioner Bingham acted as chairperson for the meeting. Commissioner Bradford-Bell was also present.

2. **Adoption of Minutes of March 14, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**

3. **Update on Budget for Fiscal Year 2001-2002.** Deputy Director Assmann announced that the Budget Analyst is reviewing the Department of the Environment's budget. He stated that the budget is in its second phase. Mr. Assmann explained that the Department received monies for enhancements such as the Deputy Director position, two energy specialists, and money for professional services for the energy program. Mr. Assmann stated that the Department did not receive funds for additional office space. **INFORMATION**
   Comments:
   - Commissioner Bradford-Bell expressed her view that the Department's request for additional office space is reasonable and necessary. She also stated that she would be willing to speak on behalf of the Department at a Board meeting to request additional office space. Commissioner Bingham also offered to request the space on behalf of the Department.

4. **Finance Report through April, 2001** **INFORMATION**
   Deputy Director Assmann stated that the Department's savings include $163,000 in salaries due to vacancies, as well as savings in non-salary line items.

5. **Public Comments.** There were no public comments at this time. **INFORMATION**

6. **Adjournment.** The meeting was adjourned at 5:37 p.m.

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

.30

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JUL - 5 2001

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Regular Meeting
Notice & Agenda
Finance & Operations Committee
Wednesday, July 11, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of June 14, 2001 Meeting** (Explanatory document: Minutes of June 14, 2001 Finance & Operations Committee Meeting)* — **ACTION**
3. **Update on Budget for Fiscal Year 2001-2002** — **INFORMATION**
4. **Finance Report through May, 2001** — **INFORMATION**
5. **Public Comments** — **INFORMATION**
6. **Adjournment**

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3.30

/01

COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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ARLENE RODRIGUEZ

REBECCA EVANS
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Regular Meeting
Minutes
Finance & Operations Committee
Wednesday, July 11, 2001
4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.** The meeting was called to order by Commissioner Bingham at 4:47 p.m. Commissioners Bingham and Bradford-Bell were present. Commissioner Rodriguez was excused. Commissioner Bingham acted as Chair.

2. **Adoption of Minutes of June 14, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**

3. **Update on Budget for Fiscal Year 2001-2002.** Deputy Director Assmann stated that the Departmental Budget passed the Finance Committee and would go to the Full Board on July 23. He stated that no changes had been made to the budget and that all funds that had been applied for had been approved. Mr. Assmann also stated that the Solid Waste Management Program would eventually be placed under the Department of the Environment. He stated that the Mayor's Budget Office is considering the Department's request for additional office space. **INFORMATION**

4. **Finance Report through May, 2001.** Deputy Director Assmann stated that the Department's savings for the last fiscal year were primarily due to vacancies in positions. He added that the Department used almost all non-salary monies. **INFORMATION**

5. **Public Comments.** There were no public comments at this time. **INFORMATION**

6. **Adjournment.** The meeting was adjourned at 5:21 p.m.

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Regular Meeting
Notice & Agenda
Finance & Operations Committee
Wednesday, August 8, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**

2. **Adoption of Minutes of July 11, 2001 Meeting** (Explanatory document: Minutes of July 11, 2001 Finance & Operations Committee Meeting)* **ACTION**

3. **Final Budget Report for Fiscal Year 2000-2001** **INFORMATION**

4. **Implementation of Recommendations from Gender Study Report** **DISCUSSION**

5. **Public Comments** **INFORMATION**

6. **Adjournment**

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Regular Meeting
Minutes
Finance & Operations Committee
Wednesday, August 8, 2001
4:30 pm
11 Grove Street

1. **Call to Order and Roll Call**. The meeting was called to order by Commissioner Shelley Bradford-Bell at 4:40 pm. Commissioners Bradford-Bell and Arlene Rodriguez were present. Commissioner Bingham was absent. Commissioner Bradford-Bell acted as Chair.

2. **Adoption of Minutes of July 11, 2001 Meeting**. The minutes were unanimously adopted upon motion by Commissioner Arlene Rodriguez.

3. **Final Budget Report for Fiscal Year 2000-2001**. Deputy Director David Assmann reported that for Fiscal Year 2000-2001, 90% of the department's funds have been expended, with the remaining 10% represented salary savings incurred from job vacancies. The department is recruiting for 2 Senior Energy Specialists, 1 Commission Secretary and 1 Clean Air Program Coordinator. Additional recruitment are underway for 1 Senior Energy Specialist, 2 Environmental Specialists and 0.5 Clerk Typist for the $7.8 million grant received from the California Public Utilities Commission. The Finance Committee has approved the initial release of $588,051 and will go to full Board review on Monday.

   The Real Estate department is in discussion with the department's lessor, Yully Company, to expand the department's office space at 11 Grove. Mr. Assmann stated that the department's Energy staff will share temporary office space with PUC on the third floor, until the negotiated leased space is ready for occupancy. In addition, installation of the department's new phone system will occur on September 14th.

   Mr. Assmann forecasted similar expansion in the department's financial profile upon the integration of the Solid Waste department in October. He reported that the FY 2001-2002 budget for the Department of the Environment was at $10 million, and indicated that additional funding for Urban Forestry and Sustainability Plan projects are being pursued.

4. **Implementation of Recommendations from Gender Study Report**. Mr. Assmann reported that the Commission on the Status of Women accepted and approved the department's Gender Study Plan and Recommendations. He stated that the department is committed to recruiting, mentoring, and sustaining opportunities for women and people of color, and will involve the new director for setting up an annual department review.

5. **Public Comments**. There were no public comments at this time.

6. **Adjournment.** The meeting was adjourned at 5:45 pm.

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REBECCA EVANS
SHELLEY BRADFORD-BELL
ROBERT K. WERBE

Regular Meeting
Notice & Agenda
Finance & Operations Committee
Wednesday,
September 12, 2001
4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of August 8, 2001 Meeting** (Explanatory document: Minutes of August 8, 2001 Finance & Operations Committee Meeting)* — **ACTION**
3. **Finance Report for July 2001** — **INFORMATION**
4. **Combined Budget for 2001-2002** — **INFORMATION**
5. **Recruitment Efforts** — **INFORMATION**
6. **Public Comments** — **INFORMATION**
7. **Adjournment**

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

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ARLENE RODRIGUEZ

REBECCA EVANS
SHELLEY BRADFORD-BELL
ROBERT K. WERBE

Regular Meeting Minutes
Finance & Operations Committee
Wednesday, September 12, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** The meeting was called to order by Commissioner Bingham at 4:53 p.m. Commissioners Bingham and Bradford-Bell were present. Commissioner Rodriguez was excused. Commissioner Bingham acted as Chair in Commissioner Rodriguez's absence.

2. **Adoption of Minutes of August 8, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bradford-Bell. **ACTION**

3. **Finance Report for July 2001 and Combined Budget for 2001-2002.** Deputy Director Assmann reported that the Department has spent approximately 14% of its budget in 17% of the year. He explained that a large portion of the savings are in the salary category due to vacancies in various positions. He added that the apparent savings in the materials and supplies category would disappear when the Department's new office furniture is purchased. **INFORMATION**
   Comments:
   - Executive Director Blumenfeld requested a consolidated list and description of all of the Department's grants, including those of the Clean Air Program.

4. **Recruitment Efforts.** Deputy Director Assmann stated that the Commission Secretary position is still open. The Department has received several resumes for the position and is currently reviewing them. Mr. Assmann also stated that PUC is planning to loan the Department one employee to complete the City's Climate Change Action Plan. Four lighting program positions are still open, while the energy positions are officially closed. **INFORMATION**
   Comments:
   - Commissioner Bradford-Bell expressed her view that the Department should target community and ethnic groups when recruiting for positions. She added that organizations for particular races should be informed about position openings in order to conduct proper outreach for positions. She stated that she would send the Department a list of organizations to add to the mailing list.

5. **Public Comments.** There were no public comments at this time. **INFORMATION**

6. **Adjournment.** The meeting was adjourned at 5:15 p.m.

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Regular Meeting
Notice & Agenda "See revised agenda"
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
October 10, 2001
4:30 p.m.
11 Grove Street

1.	**Call to Order and Roll Call.**	**ACTION**
2.	**Adoption of Minutes of September 12, 2001 Meeting** (Explanatory document: Minutes of September 12, 2001 Finance & Operations Committee Meeting)*	**INFORMATION**
3.	**Finance Report for September 2001.**	**INFORMATION**
4.	**Update on New Office Space and Renovations.**	**INFORMATION**
5.	**Public Comments.**	**INFORMATION**
6.	**Adjournment**	**INFORMATION**

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Regular Meeting
Revised Notice & Agenda
Finance & Operations Committee
Wednesday, October 10, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of March 14, 2001 Meeting** (Explanatory document: Minutes of September 12, 2001 Finance & Operations Committee Meeting)* — **ACTION**
3. **Finance Report through September 2001.** — **INFORMATION**
4. **Update on New Office Space and Renovations.** — **INFORMATION**
5. **Consideration and Approval of Commission Schedule** (Explanatory document: Schedule for Hearings)* — **ACTION**
6. **Consideration of New Day for Full Commission Meetings.** — **DISCUSSION**
7. **Public Comments.** — **INFORMATION**
8. **Adjournment.** — **INFORMATION**

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Regular Meeting Minutes
Finance & Operations Committee
Wednesday, October 10, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** Commissioner Rodriguez called the meeting to order at 4:47 p.m. Commissioners Bingham and Rodriguez were present. Commissioner Bradford-Bell was absent.

2. **Adoption of Minutes of September 12, 2001 Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bingham. **ACTION**

3. **Finance Report for August 2001.** Deputy Director Assmann reported that the Department is on target and has spent approximately 11% of its budget in 17% of the year. A large portion of the savings is due to vacancies and attritions. The Center for Environmental Health was not certified so spending did not occur in that area. The Green Building project spent better than average. The Grant program is on target at 17%; this area is not time-dependent. **INFORMATION**
   Comments:
   - Commissioner Rodriguez asked if the Department would ever come close or exceed the budget in particular areas. Deputy Director Assmann responded that the Department spends to budget and that last year the Department came slightly under. Executive Director Blumenfeld responded that the Department won't go over budget, it's a net-net situation and that funds are restricted.
   - Commissioner Rodriguez asked if monies are carried forward or go back to the government. Deputy Director Assmann replied that general funds do not carry forward unless they are set aside for a purchase order. Only $700,000 of the Department's budget comes from the general fund. The Department has been asked to cut the general fund by $65,000.
   - Commissioner Bingham asked where the cuts would come from. Deputy Director Assmann replied that a portion of grant funding would be transferred into the operating budget that wasn't accounted for in the budget initially to offset the $65,000 decrease. Executive Director Blumenfeld noted that the cuts do not have to originate from the general fund. Deputy Director Assmann concluded that the salary savings could be used to offset the deduction.

- Commissioner Rodriguez asked if these budget cuts are the beginning of more cuts in the future. Deputy Director Assmann replied that realistically, the Department will have to make more cuts for next year, which would be harder compared to this year. Also, decreases in next year's budget might be more substantial due to the City's overall financial condition. But he also highlighted that since a small percentage of the Department's budget comes from the general fund, the affect will not be as great.
- Deputy Director Assmann wants to work with Clean Air to ask for overhead in grants and to receive funds in that area. Currently, the Department subsidizes Clean Air without any overhead. The Department acquired a new project and took back a $1.5 million grant project in-house.
- Commissioner Bingham asked if interest can be earned on the money the Department saved. Deputy Director Assmann answered that the City earns interest that goes back to the general fund.
- Deputy Director Assmann mentioned that two items will be included in next month's report: Solid Waste and the new grant project
- Commissioner Rodriguez asked what the total budget will be including solid waste. Over $20 million.

4. **Update on Office Space and Renovations.** Deputy Director Assmann stated that the Board of Supervisors approved the lease. He is still negotiating with the landlord that should conclude by October 18, 2001 agreeing on items the Department wishes for him to pay for. Afterwards, the renovations can begin. The Department is behind schedule because he wanted renovations to already start by now. Mark Palmer and Cal Broomhead are working on what needs to happen once the Department receives the approval, and this should occur by October 18, 2001. **INFORMATION**

Comments:

- Commissioner Rodriguez asked if a maintenance department exists or does the Department contract out. Deputy Director answered that the Bureau of Architecture from the Department of Public Works is the resource but due to limited time, the Department will use the landlord's contractor. Executive Director Blumenfeld explained the Mayor's goal of moving Solid Waste and the Department together in one building. Presently, both can be moved to the top two floors of 11 Grove Street. Executive Director Blumenfeld expressed the desire to have building issues finalized by the next Finance & Operations Committee meeting.
- Commissioner Rodriguez asked what is the timeline for renovations. Executive Director Blumenfeld replied that renovations are for the second half of the first floor. Deputy Director Assmann stated that the maximum time allotted for renovations is 3-4 weeks. Executive Director Blumenfeld added that the Public Utilities Commission negotiations will conclude by the following week and that all parties should come together at that time.

5. **Consideration and Approval of Commission Schedule.** Executive Director Blumenfeld described the impetus for creating a rotating schedule. He met **ACTION**

with Commissioners Hayes and Shah and expressed the vision of getting the meeting out into the community. Each meeting would focus on particular themes outlined in the Sustainability Plan. The schedule would allow for greater accountability on what has been done. Another goal is to have a supervisor present at each meeting so that all districts have representation. He expressed the desire to change the meeting day to the third Tuesday of each month so that supervisors have the opportunity to attend because Mondays conflict with Board of Supervisor meetings. Commissioner Bingham motioned to approve the proposed schedule of hearings. Commissioner Rodriguez proceeded to second the motion.

Comments:

- Commissioner Rodriguez asked how hearing topics are decided. Executive Director Blumenfeld discussed the Department's broad agenda coupled with the Sustainability Plan topics that helped to formulate the schedule. He added that Commissioner Hayes made a suggestion to determine where the Department was in relation to the Sustainability Plan. Issues to consider included how do we hold different parts of the city accountable and what areas the City holds interest.
- Executive Director Blumenfeld announced that Solid Waste has a School's Outreach Department and that a local school will be invited to every meeting.
- Commissioner Rodriguez suggested contact groups for upcoming hearings in various locations around the City.
- Commissioner Bingham suggested that sewage be included as a topic for the upcoming November Commission meeting as an item for discussion.
- Deputy Director Assmann commented on how the upcoming election would affect the topic for discussion for the November Commission on the Environment meeting.

The amended draft Schedule for Hearings was unanimously approved upon motion by Commissioner Bingham.

6. **Public Comments.** There were no Public Comments.

7. **Adjournment.** The meeting adjourned at 5.29p.m.

COMMISSION ON THE ENVIRONMENT
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Regular Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
November 14, 2001
4:30 p.m.
11 Grove Street

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1.	**Call to Order and Roll Call.**	**ACTION**
2.	**Adoption of Minutes of October 10, 2001 Meeting** (Explanatory document: Minutes of October 10, 2001 Finance & Operations Committee Meeting)*	**INFORMATION**
3.	**Finance Report for September 2001.**	**INFORMATION**
4.	**Budget Process for Fiscal Year 2002-2003.**	**INFORMATION**
5.	**Public Comments.**	**INFORMATION**
6.	**Adjournment**	**INFORMATION**

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Commission on the Environment

Finance & Operations Committee

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CITY AND COUNTY OF SAN FRANCISCO

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RANDALL HAYES ARLENE RODRIGUEZ
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Finance & Operations Committee
Wednesday, November 14, 2001

A quorum of the Finance and Operations Committee was not present so a formal meeting was not conducted.
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Regular Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
December 12, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of October 10, 2001 Meeting** (Explanatory document: Minutes of October 10, 2001 Finance & Operations Committee Meeting)* **ACTION**
3. **Budget Report for October 2001.** **INFORMATION**
4. **Budget Schedule for Fiscal Year 2002-2003.** **INFORMATION**
5. **New Fiscal Organization** **INFORMATION**
6. **Public Comments.** **INFORMATION**
7. **Adjournment**

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Regular Meeting Minutes
Finance & Operations Committee
Wednesday, December 12, 2001
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** Commissioner Rodriguez called the meeting to order at 4:47 p.m. Commissioners Bingham and Rodriguez were present. Commissioner Bradford-Bell was excused.

2. **Adoption of Minutes of October 10, 2001 Regular Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bingham. **ACTION**

3. **Finance Report for October 2001.** Deputy Director Assmann reported that the Department has spent 46% of its budget at 42% of the year. The Department is on target for all categories and they are determining what exists in the Solid Waste Management Program. Spending is slow in energy. Administration is still handling the grants. **INFORMATION**
   - Director Blumenfeld asked if money is encumbered from previous years. Deputy Director Assmann replied that money is encumbered from 1998
   - Commissioner Rodriguez asked if the money will be spent. Deputy Director Assmann replied that money returns to funds for that area.
   - Director Blumenfeld suggested creating an environmental justice fund with the encumbered funds
   - Deputy Director Assmann commented that Solid Waste Management Program has a guaranteed budget of $5 million/year for the next five years. The money will be carried over, is not a line-item and will be an annual versus continual budget.
   - Commissioner Rodriguez asked how the Department encumbers a negative amount. Commissioner Bingham asked where the value came from. Director Blumenfeld replied that the Comptrollers Office is attempting to reconcile the inaccuracy. He stated that the Solid Waste Management Program account was believed have index codes for one department but that the Comptrollers Office informed that the codes are for other departments also.
   - Commissioner Rodriguez asked how the negative encumbrance can be resolved. Director Blumenfeld replied that the Department needs

accurate information about what exists in Solid Waste Management Program's budget.

- Deputy Director Assmann added that funds would be transferred to new Department of the Environment index codes once the amounts are determined. He also stated that Clean Air is behind because the grants are for the one-time purchase of equipment.
- Director Blumenfeld suggested that the Commission could request the Comptroller's Office to present at the next Finance & Operations Committee meeting if the index code issue isn't resolved.
- Commissioner Rodriguez recommended that the Comptroller be present at the next meeting if the index codes for Solid Waste Management Program are not resolved by that time.

4. **Budget Report for Fiscal Year 2002-2003.** Deputy Director Assmann stated that the budget should be complete by Feb. 20, 2002. He described the timeline for the next fiscal year's budget, including team leaders, budget guidelines, a review period and then the final draft due by Feb. 11, 2002. Performance measures will also be due at this time **INFORMATION**

- Commissioner Rodriguez asked how these measures are used. Deputy Director Assmann replied that the measures are not implemented, rather were initially designed for departments to create goals.
- Commissioner Rodriguez asked if the measures were an evaluation tool to determine future activities. Deputy Director Assmann replied that if goals were not met then the general fund allocation will be smaller for the next budget.
- Commissioner Bingham asked if the Department will meet to create/determine goals. She suggested to look at Francesca Vietor's previous department goals.
- Commissioner Rodriguez asked if the Department sets annual goals. Director Blumenfeld replied that integrating the two departments is a huge task and wants to have a holistic department. The department will be divided into several divisions but that all the managers have not been hired.
- Deputy Director Assmann commented that last year's goals were based on a smaller organization with a vision of management by objective.
- Director Blumenfeld emphasized the importance of a retreat. Commissioner Rodriguez recommended having the retreat in March with key people and the Commission.
- Director Blumenfeld mentioned the President of the Public Utilities Commission wants to meet with the Commission on the Environment. He also wants the Commission to meet the Department staff.
- Director Blumenfeld mentioned diversity as one of the goals of the Department. Deputy Director Assmann highlighted his report for the Commission on the Status of Women/Gender Study and how that study can be revisited because it was initially based on previous dynamics of the Department and how these dynamics have evolved.
- Commissioner Rodriguez asked about the status of the physical integration of both departments. Deputy Director Assmann explained that the Department will move into the entire building but a date is not

finalized.

5. **New Fiscal Organization.** Deputy Director Assmann explained the index codes for particular areas on the organizational chart and that different program areas are funded by different sources (general, grant and impound). **INFORMATION**
   - Commissioner Rodriguez asked what money can be moved around. Director Blumenfeld explained that the Department gets money that is carried over and can be transferred. Deputy Director Assmann added that for legal purposes, spending needs to be documented in each program.
   - Director Blumenfeld asked if money can be transferred into the impound account and Deputy Director Assmann replied negatively.
   - Commissioner Rodriguez asked what program areas will come from Solid Waste Management Program. Director Blumenfeld explained that there aren't new program areas, rather the programs of the organizational chart are: Recycling, Toxics Reduction, Solid Waste, Administration and Outreach. Divisions from the two departments have been consolidated into the particular program areas.

6. **Public Comments.** There were no Public Comments.

7. **Adjournment.** The meeting adjourned at 5:44p.m.

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CITY AND COUNTY OF SAN FRANCISCO

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RANDALL HAYES
ROBERT K. WERBE

THE REV. SALLY G. BINGHAM
SHELLEY BRADFORD-BELL
ARLENE RODRIGUEZ

Regular Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
January 9, 2002
4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of December 12, 2001 Meeting.** (Explanatory document: Minutes of December 12, 2001 Finance & Operations Committee Meeting)* **ACTION**
3. **Budget Report for November 2001.** **INFORMATION**
4. **Overview of Budget for Fiscal Year 2002-2003.** **INFORMATION**
5. **Public Comments.** **INFORMATION**
6. **Adjournment**

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Regular Meeting Minutes
Finance & Operations Committee
Wednesday, January 9, 2002
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.** Commissioner Rodriguez called the meeting to order at 4:40 p.m. Commissioners Bingham and Rodriguez were present. Commissioner Bradford-Bell was excused.

2. **Public Comments.** **INFORMATION**
   - Milton Marks, Friends of the Urban Forest, spoke before the adoption of the minutes. Public Comments started this meeting. Mr. Marks mentioned the first anniversary of the Urban Forestry Council and added that there are no City funds supporting the Council and therefore it cannot operate. He is working on proposals for private funding but stressed that financial support will be difficult because the public views Council efforts as public action. He asked the Commission for funding for the Urban Forestry Council starting July 2002.
   - Commissioner Rodriguez asked how the Council works. Mr. Marks replied that the concept of the Council was to coordinate uniform policy. Deputy Director Assmann added that there is no coordinated effort to work together and that the Council will take on that role.
   - Commissioner Rodriguez asked if the Department would house a staff position. Mr. Assmann replied affirmatively, contingent upon finding funds.
   - Director Blumenfeld asked how much the Council wants in the Department budget to have Paul Sacamano join. Mr. Marks replied that he wanted to discuss funding for the Friends of the Urban Forest and Tree Corps.

3. **Adoption of Minutes of December 12, 2001 Regular Meeting.** The minutes were unanimously adopted upon motion by Commissioner Bingham. **ACTION**

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4. **Finance Report for December 2001.** **INFORMATION**

- Deputy Director Assmann reported that the Department has spent 51% of its budget at 50% of the year. At the end of the calendar year, the Department was under in salaries. He stated that the Center for Environmental Health has not billed the Department for their contract work. He added that the Board of Supervisors has not yet approved the contract.
- Mr. Blumenfeld requested to have Deputy City Attorney Jacobs present at the February Finance & Operations Committee meeting.
- The Solid Waste Management Program expenses are higher than the money available.
- Commissioner Rodriguez asked if cooperation exists between managers. Mr. Assmann stated the need exists for external and internal cooperation.

5. **Overview of Budget for Fiscal Year 2002-2003.** **INFORMATION**

Mr. Assmann stated that currently no budget exists. Each team leader needs to develop a draft budget. The draft budget should be available by the February Finance & Operations Committee meeting.

6. **Adjournment.** The meeting adjourned at 5:22 p.m.

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Regular Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
February 13, 2002
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**

2. **Adoption of Minutes of January 9, 2002 Meeting.** (Explanatory document: Minutes of January 9, 2002 Finance & Operations Committee Meeting)* **ACTION**

3. **Presentation on Proposition J** **PRESENTATION**
   Presentation by Chad Jacobs, Deputy City Attorney

4. **Budget Report for Fiscal Year 2002-2003.** **INFORMATION**

5. **Public Comments.** **INFORMATION**

6. **Adjournment**

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Finance & Operations Committee Minutes
Wednesday, February 13, 2002
11 Grove Street
4:30 p.m.

The Finance & Operations Committee did not meet because they did not have a quorum.

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Back to Commission Meetings Page

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Regular Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday,
March 13, 2002
4:30 p.m.
11 Grove Street

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of January 9, 2002 Meeting.** (Explanatory document: Minutes of January 9, 2002 Finance & Operations Committee Meeting)** — **ACTION**
3. **Budget Report for Fiscal Year 2002-2003.** — **INFORMATION**
4. **Fiscal Report through February 2002.** — **INFORMATION**
5. **Public Comments.** — **INFORMATION**
6. **Adjournment**

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Finance & Operations Committee
Regular Meeting Minutes
Wednesday, March 13, 2002
11 Grove Street, 4:30 p.m.

1. Call to Order and Roll Call

Chair Rodriguez called the meeting to order at 5:00 PM. Commissioners Bingham and Rodriguez were present. Commissioner Bradford-Bell was absent.

2. Adoption of Minutes of January 9, 2002 Meeting - ACTION

The minutes were unanimously adopted upon motion by Commissioner Bingham.

3. Budget Report for Fiscal Year 2002-2003 - INFORMATION

- Deputy Director Assmann provided a current draft of the budget including expenses by program area (non-salary) and a higher-level summary of salaries, benefits, and services from other departments. He stated that nothing was included for carrying over from this current fiscal year to next year. He said the $10.8 million budget, doesn't include CA grants.
- Commissioner Bingham commented that Environmental Justice grants are blank. Mr. Assmann replied money is appropriated this year and doesn't show for 2002-2003.
- Highlights:
  1) Mr. Assmann said Urban Forestry Council needs other city department approval for $25,000 each from six departments and that the Council will be reality in next fiscal year.
  2) All of the former Solid Waste Management Program is integrated into the Department now.
- Commissioner Rodriguez asked about recovery from other City departments. Director Blumenfeld replied with an IPM example where DoE provides services to other departments.
- Director Blumenfeld asked about $2.6 million in Small Business Lighting Retrofit. Mr. Assmann replied they are the signed contracts in two segments for what is appropriated this year and the next fiscal year.
- Mr. Assmann commented that the budget is much larger than the Department has worked with in the past.
- Commissioner Rodriguez asked about negative funds discussed from prior meetings. Mr. Assmann said this year's budget 'works' or is balanced and that

records prior to this fiscal year still needs to be tracked to 1978 to have it balanced.

- Mr. Assmann stated the past funds are not included into the next year's budget and that DPW Accountants will address the budget issues.
- Mr. Assmann concluded that the draft has already been submitted to the Mayor for approval, less that $1million comes from general fund, and that the working budget includes Clean Air grants, Environmental Justice and Power Savers programs. Overall budget will be $20 million.

4. Fiscal Report through February 2002 - INFORMATION
   - Deputy Director Assmann showed the current budget that details 66% budget spent at 69% of the year. He described that Environmental Justice spent all of their Materials & Supplies budget for the year and there was no update on the Clean Air Grants spending through February 2002.
   - Commissioner Bingham commented that the Solid Waste Management Program (SWMP) budget was larger than the 8 million dollars consolidated into DoE's budget.
   - Commissioner Rodriguez asked about restructuring staff and would the SWMP future budget be smaller if the staff numbers change.
   - Mr. Assmann concluded with the Department spent 59% of its money in 66% of the year.

5. Public Comments – INFORMATION

Commissioner Rodriguez suggested changing the frequency of meetings for the Committee from monthly to a quarterly basis. She suggested including the amendment to the Bylaws as an agenda item for the March Commission meeting. She recommended quarterly meetings to work with the Department's fiscal calendar.

6. Adjournment.

The meeting adjourned at 5:29 PM.

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NOTICE OF MEETING CANCELLATION FOR

FINANCE & OPERATIONS COMMITTEE

ON WEDNESDAY, APRIL 10, 2002

THE NEXT MEETING IS SCHEDULED FOR
WEDNESDAY, AUGUST 14, 2002
DEPARTMENT OF THE ENVIRONMENT
11 GROVE STREET
SAN FRANCISCO, CA 94102

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Special* Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, August 14, 2002 4:30 p.m.
11 Grove Street

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of March 13, 2002 Meeting.** (Explanatory document: Minutes of March 13, 2002 Finance & Operations Committee Meeting)** — **ACTION**
3. **Budget Report for Fiscal Year 2001-2002.** — **INFORMATION**
   David Assmann, Department of the Environment
4. **Budget for Fiscal Year 2002-2003.** — **INFORMATION**
   David Assmann, Department of the Environment
5. **Environmental Justice Grant Program Review.** — **PRESENTATION**
   Update on the successes and challenges of the first-year environmental justice grant recipients.
   Environmental Justice Staff, Department of the Environment
6. **Public Comments.** — **INFORMATION**
7. **Adjournment**

* This is a Special meeting because it is not on held on the regularly scheduled day.

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Finance & Operations Committee
Special Meeting Minutes
Wednesday, August 14, 2002
11 Grove Street, 4:30 p.m.

1. Call to Order and Roll Call
Chair Rodriguez called the meeting to order at 4:41PM. Commissioners Bradford-Bell and Rodriguez were present. Commissioner Bingham was excused.

2. Adoption of Minutes of March 13, 2002 Special Meeting - ACTION
Comm. Bradford-Bell motioned the minutes for consideration. Comm. Rodriguez seconded the motion. The Committee unanimously adopted the minutes.

3. Budget Report for Fiscal Year 2001-2002 – INFORMATION
Deputy Director Assmann described the Department of the Environment budget for Fiscal Year 2001-2002. He said 85% was spent in what was budgeted for the year and that the Department is under budget. He said services of other departments are over budget, while the operating budget is under budget.

Center for Environmental Health's has $150,000 appropriation to work on PCB contamination and PBT's. The money carries forward to the next fiscal year if money is not spent. The project will go on through the entire fiscal year. Green Building funds received from outside grants totaling $228,000 has all been spent. Clean Air grants have been awarded but have not been spent which illustrates the large balance. The Department spent 42% of its total.

Chair Rodriguez asked to clarify calculations on the chart that illustrate 93% spent and if the 7% is carried forward or returns to the general fund. Mr. Assmann replied that the 7% returns to the general fund.

Chair Rodriguez asked about the distinction between awarded, not spent and encumbered. Mr. Assmann said, "not spent" and "encumbered" are synonymous. Ms. Rodriguez added and clarified that money committed to funds not yet spent is similar to money that will be spent in future fiscal years.

Comm. Bradford-Bell asked about the four areas that were over budget. Mr. Assmann replied that services of other departments include an offset not transferred yet that will

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reduce the amount significantly. The fringe benefits were over and depending on what benefits people receive will increase the amount people receive in benefits.

An unidentified male asked a breakdown of the positions. Mr. Assmann said that information could be provided because it is public information. He said an organizational chart is available that shows the Department's new structure which can be made available upon request.

4. Budget Report for Fiscal Year 2002-2003 - INFORMATION

Deputy Director Assmann said the Environmental Justice grants are not included in the table due to the City's accounting system. Monies are in a continuing fund and therefore are in a separate category. He solicited questions from the attendants and reported that this year's budget is balanced. He described monies coming from other accounts, grants, departments, etc.

Chair Rodriguez asked why are some grants included here and not Environmental Justice. Mr. Assmann replied that the only difference is its set up in the accounting system because it is a three-year program. He added that most grants end this year even though they were longer than three years. Clean Air & Environmental Justice grants are the only ones that continue past this fiscal year.

Chair Rodriguez asked for a comparison between last year's budget and the current fiscal year's budget. Mr. Assmann described the different structure from the current year to last year. He said salaries are divided into program areas to reflect the Department's duties that include 20 index codes.

Chair Rodriguez asked for a percentage of budget increases in the last few years. Mr. Assmann said a year and a half ago the budget was $1.5 million compared to the current budget of $20 million.

An unidentified male asked where did the change come from. Mr. Assmann replied the change originated from the Environmental Justice grant, California Public Utilities Commission grant and integration with the former Solid Waste Management Program that included an increase from 14 to 58 employees.

An same gentleman asked about the amount for the Environmental Justice grant. Mr. Assmann clarified that the program is $13 million over three years for the Department of the Environment.

Mr. Assmann said in addition to the $13 million appropriation, the general fund is used for the Environmental Justice program.

5. Recycling Grant Program Review – PRESENTATION

Robert Haley, Recycling & Special Projects Coordinator, provided an overview. He said the program consists of annual grants since 1980's. He made the grant program competitive starting 8.5 years ago. He described the evolution of the grant program since his start. For-profits were part of the grant recipients about five years ago. Grants have created jobs, help organizations buy equipment, and enable groups to survive. The grant program is funded through the garbage rate (impound account). Mr. Haley described the

fiscal, environmental and social benefits from the grant program. In general, grantees meet tonnage goals and also have education, market and development grants.

He described the challenge of the time consuming process due to the bureaucracy but recognized it is part of awarding grants using public funds. He has learned and shaped the process to minimize the unnecessary bureaucracy because of his experience with grants. He said the grant announcement is sent out to over 900 groups per year and that the one-page application encourages people to give new ideas and submit a proposal. A team is assembled to review different proposals, conduct interviews and make recommendations that have been confirmed by the director. At present, three cycles are occurring: half of the grants from last year are in its final stage, certify the most recent year and receipt of 40 proposals for $4 million for following year. This cycle has the most proposals ever received with a 4:1 ratio. He acknowledged the benefits of having different staff to collaborate on different grant programs.

Comm. Bradford-Bell suggested having the presentation that is properly noticed on a future agenda.

Chair Rodriguez suggested having each program area present at different Finance & Operations Committee meetings.

Deputy Director Assmann said the Toxics Reduction Division gives $60,000 in grants. Chair Rodriguez said the Toxics' presentation said could be included with the other programs.

5. Environmental Justice Grant Program Review – PRESENTATION

Hillary Amsberry, Grant Program Manager, provided the background. She said the Mayor secured monies from the California Public Utilities Commission tied to geographic boundaries of Potrero Hill and Bayview. The Department of the Environment and Mayor's Office of Economic Development created a grant program with priority areas of Environmental Health, Environmental Justice and Climate Change. A portion of the grant program required having a quarterly reporting process that describes accomplishments and challenges experienced.

Ms. Amsberry and Ms. Mehta alternated in presenting the various grant recipients and their programs.

a. Arc Ecology has not met program goals. Comm. Bradford-Bell asked where the Community Window is located and Ms. Mehta provided an address. Comm. Bradford-Bell clarified that their program goals have not been completed in previous quarters and asked why the Department has expended additional costs. Ms. Amsberry said costs incurred were from RFP's and training.

Chair Rodriguez recommended asking why Arc Ecology has not completed their goals, where has the money gone since it has been spent, and where will the additional funding come from. She stressed to hold Arc Ecology accountable to their program goals and describe what the problems and solutions may be.

Comm. Bradford-Bell asked how the achievements match the stated program goals and what is the percentage of work left necessary to accomplish goals.

b. Sraddha Mehta provided an overview for Alternative Community Energy Program (ACE). She said the project began with a really rough start. Yvonne Webb provided her energy background.

James Morrison said securing CEC rebates wasn't a criterion. ACE decided an Outreach Assistant wasn't needed because they were doing well. The training schedule has been completed and criterion for sites is completed.

Chair Rodriguez asked if the Department has received written explanations. Ms. Mehta elaborated on correspondence received.

Mr. Morrison wanted to change the due dates/project goals. Ms. Rodriguez made the recommendation that the Department hold grantees accountable for the grants. If variations occur, they need to be reported in writing with clarification on how it can be resolved with renegotiation involved.

Mr. Blumenfeld said the next goal is to have a meeting to re-examine the work plan and decide the roles and responsibilities.

c. Ms. Amsberry described the Department of Public Health has a grant for over three years with four subcontractors, but one subcontractor was de-funded. Each subcontractors will provide outreach to help youth and have families enroll in DPH programs.

Comm. Bradford-Bell asked about the fourth group who is no longer participating. Ms. Amsberry said DPH is looking for a fourth participant. Comm. Bradford-Bell stressed the need to be balanced with a replacement from a representative in the targeted communities (Bayview Hunters Point and Potrero Hill).

Ms. Amsberry said each CBO receives $25,000 and that DPH uses $30,000 to administer the grants.

d. Ms. Mehta described Greenaction for Health & Environmental Justice. She said they received the final report because it was a one-year grant and that all goals were completed.

Comm. Bradford-Bell asked for copy/photos for records to see a successful program.

Ms. Espinola Jackson asked about zipcodes not located in Bayview Hunters Point and Potrero Hill listed as the grant recipients.

Comm. Bradford-Bell asked if groups needed to collaborate with groups located in Bayview Hunters Point. Ms. Mehta clarified they do not have to cooperate with Bayview Hunters Point groups but grant recipients partnered with community groups.

e. Ms. Amsberry said Health and Environmental Resource Center (HERC) is a positive recipient experience. The project will have a community driven needs assessment on the expansion of the Southeast Health Care Facility. She said HERC partnered with the Redevelopment Agency on the project.

f. Ms. Amsberry described the Housing Conservation and Development Corporation.

Ms. Jackson asked why Literacy for Environmental Justice (LEJ) is involved with this group since it is a grant recipient. Ms. Amsberry replied that youth are available to work with LEJ.

g. Ms. Amsberry described Literacy for Environmental Justice and their project as one that is a collaboration with the Port of San Francisco.

Comm. Bradford-Bell asked if an environmental study is needed to determine if the land is a Native American burial ground. Chair Rodriguez stated that an Environmental Impact Statement is a requirement.

Ms. Jackson was very upset because the proposed area for the building is a toxic site. She stressed that the public was not aware of the funding.

Chair Rodriguez asked for any EIS detailing the toxicity of the site. Ms. Amsberry said a presentation would occur for the Commission on the characterization on the land.

Mr. Morrison asked how LEJ received the money first before performing testing. Ms. Amsberry replied that the testing has been performed.

h. Ms. Mehta described the San Francisco Community Power Cooperative. She said the goal was to get a group of community members together to save energy and implement energy saving programs within that group. They are on budget given what they've done. She said $ 1 million is guaranteed to be spent on direct services for members, including rebates, lightbulbs, etc.

Comm. Bradford-Bell asked the timeline for the grant. Ms. Mehta said it is a two-year grant project.

Comm. Bradford-Bell requested the Coop's website address. Ms. Mehta said the information would be emailed to the Commissioner.

i. Ms. Mehta described the Potrero Hill Neighborhood House. They were awarded a grant to weatherize the neighborhood house and put up solar panels and wind turbines. Due to the landmark status, they weren't allowed to put up turbines and rather increase the number of solar panels installed. The electric portion consisting of electrical retrofits have not been completed.

j. Ms. Amsberry described Strybing Arboretum's project in which they collaborated with neighborhood jobs initiative to recruit and train residents in horticulture and open space enhancements. They exceeded their goals and have met a goal of placing people in positions.

k. Ms. Mehta described Tetra Tech. They had a rough start and are planning to request for an extension. They had problems with getting a signed contractor and now need a new contractor to sign. Part of the problems stems from the City's Performance Bond requirement.

Comm. Bradford-Bell asked about the complete education center plan and whether or not it is completed. Ms. Mehta replied it is the complete instruction plan that describes how they plan to place the exhibits.

l. Ms. Amsberry described the Trust for Public Land as a national organization that is experiencing trouble meeting Human Rights Commission (HRC) requirements. She said TPL needs to become compliant concerning legal language.

m. Ms. Amsberry described the Young Community Developers as a project located in six states. YCD hired people into the training program, conducted community meetings and participated in job fairs. The shipyard is more of an issue with the community, specifically on access to jobs at the shipyards.

Chair Rodriguez requested a timeline and a finalization on the current report presented for the next meeting.

The October Finance & Operations Committee meeting will address questions discussed at the current meeting, and Tetra Tech will present on the status at the Heron's Head education center.

Ms. Mehta said each grantee would come to future Commission meetings to provide a presentation on the statistics of their project.

Ms. Jackson said that she is a BVHP resident and asked if she would qualify for any services. Ms. Amsberry and Comm. Rodriguez replied affirmatively.

6. Public Comments

Mr. Morrison said the same people that chose the first round of recipients would choose the second round of recipients. Comm. Rodriguez and Ms. Amsberry replied that the Department and Commission would decide.

Mr. Morrison asked when the Pier 98 study was done and how money was distributed before the test was done. Comm. Rodriguez said the Department would get clarification on this issue.

Ms. Jackson spoke of the burnings at the shipyard and community concern about negative effects from the shipyards. Chair Rodriguez requested Port representation at upcoming meetings.

An unidentified male stated the difficulty of attending tonight's meeting because of poor accountability. He said the money allotted for the grants was for power plants. He wanted the money distributed to those individuals who are adversely impacted. He stressed the need for a facilitator and public contact to analyze grants on a monthly basis to assess the progress of each program and to find out how much money goes to those who are negatively impacted.

Comm. Bradford-Bell said she served with community groups to discuss the grants. She said the Department of the Environment and community members should be held accountable.

Ms. Jackson said she was unaware of the $13 million grants until the HERC meeting.

Chair Rodriguez recommended the Commission and Department to work with community members to identify representation from BVHP/PH to assist in communications/outreach.

Ms. Jackson said to analyze groups that are applying for more money.

Mr. Morrison asked if Arc Ecology could put the proposed window next to library, near the Navy's repository. Ms. Amsberry said the idea of the repository at the library provides technical data and the window is for the layperson.

7. Adjournment
The meeting adjourned at 6:52PM

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Special * Meeting
Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, October 9, 2002, 4:30 p.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 278
Conference Room – Board of Supervisors

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of August 14, 2002 Special Meeting.** (Explanatory document: Minutes of August 14, 2002 Finance & Operations Committee Special Meeting)** — INFORMATION
3. **Budget Report through September 2002.** — INFORMATION
   David Assmann, Department of the Environment
4. **Environmental Justice Grant Program** — PRESENTATION

   Update on presentation from August 14, 2002 Finance & Operations Committee Meeting

   Hillary Amsberry & Sraddha Mehta, Department of the Environment
5. **Clean Air Grant Program Review.** — PRESENTATION
   Clark Aganon, Department of the Environment
6. **Recycling Grant Program Review.** — PRESENTATION
   Robert Haley, Department of the Environment
7. **Toxics Reduction Grant Program Review.** — PRESENTATION
   Debbie Raphael, Department of the Environment
8. **Public Comments.** — INFORMATION
9. **Adjournment**

* This is a Special Meeting because it is not held at the regular location.

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Accessibility of Meeting Location

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Special * Meeting
DRAFT MINUTES
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, October 9, 2002, 4:30 p.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 278
Conference Room – Board of Supervisors

1. Call to Order and Roll Call. The meeting was called to order at 4:40 p.m. Commissioners S. Bingham and A. Rodriguez were present. Commissioner Bradford-Bell was excused. Agenda item 7 will be heard before item 4.

2. Adoption of Minutes of August 14, 2002 Special Meeting. The minutes were continued for adoption at the January 2003 meeting.

3. Budget Report through September 2002.
David Assmann Deputy Director of the Department of the Environment (DOE) distributed and reviewed the first quarter financial report. Public Comment was taken.

4. Toxics Reduction Grant Program Review
Debbie Raphael of the Department of the Environment gave a brief overview the Toxics Reduction Program. Ms. Raphael distributed the budget for each of the division's four programs: Commercial Program, City Department Program, Residential Program, and the Used Motor Oil program. They are currently working with UCSF on mercury thermometer collection and exchange program.

Marjaneh Zarrehparvar gave a brief overview of how grant money in this area have been spent in the past and goals for the future. This year, all grants will be competitive bid process; this includes grants for City department as well. Public Comment was taken,

5. Environmental Justice Grant Program
Update on presentation from August 14, 2002 Finance & Operations Committee Meeting
Hillary Amsberry & Sraddha Mehta, Department of the Environment

Ms. Amsberry reported that she and Ms. Mehta have reviewed each of the thirteen grants to identify areas of project success and areas that need improvement. Most of the issues of concern rested with the Arc Ecology grant and the Bayview Advocates grant. Ms. Amsberry has been working with Saul Bloom of Arc Ecology to create a new work plan, which should facilitate the organization's ability to meet its original program goals. Mr. Bloom and Karen Pierce addressed the committee to discuss the organization' s challenges. Public comment was taken.

Ms. Mehta gave an update on the Alternative Community Energy Project, which is a partnership between Bayview Advocates and the DOE. She briefly discussed concerns regarding the project, specifically communications issues and the lack of a project manager. However, since the last meeting, Albert Fong has been selected as project manager. The Advocates and DOE staff have been meeting regularly to develop a revised work plan. Mr. Fong gave an overview of program challenges and issues. Public comment was taken.

6. Clean Air Grant Program Review.
Clark Aganon, Department of the Environment
No report was given. However, Rick Ruvolo, Clean Air Program Manager will present ant the next meeting.

7. Recycling Grant Program Review.
Robert Haley, Department of the Environment
Mr. Haley introduced himself as the recently promoted, Recycling Program Manger. He then introduced Kevin Drew as the recently promoted Residential and Special Projects Recycling Coordinator, and Julia Chang as the newly hired Government Recycling Coordinator. Mr. Haley gave a brief overview of the history of and the current status of the Waste Management and Recycling Grant Programs, which is now in its tenth cycle.

8. Public Comments.
There were public comments.

- ***A discussion ensued about the Chronicle's yellow bags.***

9. Adjournment
The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,

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Emily Rogers, Commission Secretary

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Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, January 8, 2003, 4:30 p.m.
11 Grove Street
Conference Room

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of October 9, 2002 Special Meeting.** (Explanatory document: Minutes of October 9, 2002 Finance & Operations Committee Special Meeting)* — **INFORMATION**
3. **Budget Report through December 2002.** — **INFORMATION**
   David Assmann, Department of the Environment
4. **Environmental Justice Grant Program** — **PRESENTATION**
   Update on presentation from October 9, 2002 Finance & Operations Committee Meeting
   Hillary Amsberry & Sraddha Mehta, Department of the Environment
5. **Clean Air Grant Program Review.** — **PRESENTATION**
   Rick Ruvolo, Department of the Environment
6. **Public Comments.** — **INFORMATION**
7. **Adjournment**

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Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, January 8, 2003, 4:30 p.m.
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1. Call to Order and Roll Call: The meeting was called to order at 4:50 pm. Commissioners Rodriguez and Bingham were present.

2. Adoption of Minutes of October 9, 2002 Special Meeting: The minutes of August 14, and October 9, 2002 will be considered for approval at the next meeting.

3. Budget Report through December 2002: David Assmann Deputy Director of the Department of the Environment (DOE) distributed and reviewed the second quarter financial report. Public comment was called for, but none was taken.

4. Environmental Justice Grant Program Update on presentation from October 9, 2002 Finance & Operations Committee Meeting: Sam Wright was introduced as the new Environmental Justice Manager. Hillary Amsberry briefly reviewed the elements of the revised work plans for the Bayview Advocates and Arc Ecology. It is expected the grantees will be able to meet the programmatic goals. Public comment was called for, but none was taken.

5. Clean Air Grant Program Review: Rick Ruvolo gave a historical perspective of the many Clean Air Division programs including goals and efforts of each. Public comment was called for, but none was taken.

6. Public Comments: Public comment was called for, but none was taken.

7. Adjournment: The meeting was adjourned at 6:30 p.m. The Finance and Operations Committee will hold special meetings on February 12 and March 12, 2003 to review the Fiscal Year 2003-2004 Budget and the Department's Strategic Plans.

Respectfully Submitted,

Emily Rogers, Commission Secretary

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Approved MINUTES
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, January 8, 2003, 4:30 p.m.
11 Grove Street
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Notice & Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, February 12, 2003, 4:30 p.m.
11 Grove Street
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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003.** (Explanatory document: Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003 Finance & Operations Committee Special Meeting)* — **ACTION**
3. **Fiscal Year 2003-2004 Budget Review** — **INFORMATION**
   David Assmann, Department of the Environment
4. **Strategic Plan for the Department of the Environment Part I of VII** — **PRESENTATION**
   Department Staff
5. **Public Comments.** — **INFORMATION**
6. **Adjournment**

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COMMISSION ON THE ENVIRONMENT
CITY AND COUNTY OF SAN FRANCISCO

PARIN SHAH, PRESIDENT
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Revised Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, February 12, 2003, 4:30 p.m.
11 Grove Street
Conference Room

1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003.** (Explanatory document: Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003 Finance & Operations Committee Special Meeting)* — **ACTION**
3. **City Purchase Of 100% Post-Consumer Recycled Content Paper Regulation** (Explanatory Document: City Purchase of 100% Post Consumer Recycled Paper Regulation Resource Conservation Ordinance, Section 21A(a)(3) and (4) and 21A.12)* — **INFORMATION**
   Kevin Drew, Department of the Environment
4. **Fiscal Year 2003-2004 Budget Review** — **INFORMATION**
   David Assmann, Department of the Environment
5. **Strategic Plan for the Department of the Environment Part I of VII** — **PRESENTATION**
   Department Staff
6. **Public Comments.** — **INFORMATION**
7. **Adjournment**

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City Purchase of 100% Post Consumer Recycled Paper Regulation
Resource Conservation Ordinance, Section 21A(a)(3) and (4) and 21A.12.
February 12, 2003

A. Authorization.

The Resource Conservation Ordinance (RCO) mandates that all paper purchased by the City must contain a minimum of 30% post-consumer materials. RCO §21A.7(a)(1) and (2). The ordinance directs the Director of the Department of the Environment to review this minimum level annually, and provides that the Director may increase this level as such paper becomes available at a reasonable price. RCO §21A.7(a)(3). The ordinance further provides that all printing and writing paper products shall be on process chlorine free paper as it becomes available at a reasonable price as determined by the Director. RCO §21A.7(a)(4). The Director, in conjunction with the Purchaser, is authorized to establish rules to carry out the purposes and requirements of the ordinance. RCO §21A.12.

B. Findings.

The Director has determined that process chlorine- free paper with 100% post-consumer content is now readily available and reasonably priced for all copy, printer and letterhead uses by the City. The Director has worked with the Purchaser's Office in making this determination. {Kevin, I am assuming this is true. I also assume that you have a report or something showing prices and backing up the statement that costs are reasonable. You should cite the report here}Rona, I have extensive conversations with multiple suppliers assuring me that this is so, however, I have no "official" report. I can cite my research, perhaps I should write the research up into a report to Jared. - KD.

The purchase of process chlorine- free paper with 100% post-consumer content is necessary to assist departments in meeting the RCO mandate to reduce waste generation and buy recycled products; to meet the state mandate of diverting 50% of all waste from landfill, and to fulfill the City's goal of 75% landfill diversion by 2010, and ultimately, zero waste.

Notice of the adoption of this regulation was provided to City departments and the public on_____. The Director held a public hearing on this regulation on _____, at which public comment was taken. {May need to revise slightly depending upon what happens at the meeting.}

C. Applicability.

This regulation applies to all city departments and their contractors, immediately upon promulgation by the Director.

D. Requirements.

1. All City departments must purchase chlorine- free paper with 100% post-consumer content for all copy, printer and letterhead uses by the City. City departments are encouraged to purchase chlorine- free paper with 100% post-consumer content for all other uses.

2. Pursuant to this regulation and the RCO, City departments including the Purchaser, shall use their best efforts to incorporate these specifications into existing contracts for the provision of printing and writing paper and services. RCO §21A.7(c). If the department is unable to amend an existing contract, the department is authorized to enter into another contract to procure products that do meet these specifications, provided that the department complies with all other applicable laws. Nothing in this section is or shall be interpreted to require or authorize any department to breach the terms of a contract.

Pursuant to the RCO, The contracting officer shall require all suppliers to certify the minimum content of post-consumer materials in all copy, printer and letterhead paper to be provided in the performance of a contract.

3. Pursuant to the ROC, any City department seeking the preparation and/or submission of any bid, report, request for proposal, quotation or other document shall specify and require the document to be submitted on 100% post-consumer content paper and printed on double-sided pages. RCO §21A.7(e). {Kevin, I assume you want this?}- Yes -KD

The Director of the Department of the Environment hereby adopts these regulations as of the date specified below.

Jared Blumenfeld
Director Department of the Environment

Approved:
Date:

COMMISSION ON THE ENVIRONMENT
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APPROVED MINUTES
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, February 12, 2003, 4:30 p.m.
11 Grove Street
Conference Room

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1. **Call to Order and Roll Call.**
   - The meeting was called to order at 5:10 p.m.
   - Commissioners Bingham and Rodriquez were present.

2. **Adoption of Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003.** (Explanatory document: Minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003 Finance & Operations Committee Special Meeting)* **ACTION**

   3.30
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   roved

   - The minutes of August 14, 2002, October 9, 2002 Special Meeting, and January 8, 2003 were approved by unanimous vote.

3. **City Purchase Of 100% Post-Consumer Recycled Content Paper Regulation** (Explanatory Document: City Purchase of 100% Post Consumer Recycled Paper Regulation Resource Conservation Ordinance, Section 21A(a)(3) and (4) and 21A.12)* **INFORMATION**

   - This was public hearing on the City Purchase of 100% Post Consumer Recycled Paper Regulation Resource Conservation Ordinance, Section 21A(a)(3) and (4) and 21A.12.
   - Attendees:
     - City: Jared Blumenfeld, David German, Kevin Drew, and Shawn Rosenmoss
     - Public: Julie Johnson, Bill Reed, Andrew Bozeman, Francisco DaCosta, and Mike Hannigan
   - Jared Blumenfeld, Director of the Department, briefly discussed the City's goal to convert to the use of 1000% Post Consumer Recycled Content Paper exclusively as out lined in the Recycled Paper Regulation Resource Conservation Ordinance, Section 21A(a)(3) and (4) and 21A.12.

- David German, Director of the Reprographics Department discussed the conversion process from the perspective of the Reprographics Department. Essentially the three most prevalent issues are 1. Compatibility of the paper with the current copier machines, 2. Availability of the stock and size variety, and 3. Cost. As well the consumer perception of quality is based on brightness, therefore there will need to a marketing/education program. Give Something Back; the city's paper vendor is able to meet the supply and demand needs of the City. As such, Mr. German committed to running test in quantity for the next two months.
- Public Comment: There were no additional public comments.
- Action: Director Blumenfeld will coordinate and monitor the testing process.

4. **Fiscal Year 2003-2004 Budget Review** **INFORMATION**
David Assmann, Department of the Environment
   - After reviewing the current year's (2002-2003) budget, Deputy Director Assmann presented the proposed budget for fiscal year 2003-2004.

5. **Strategic Plan for the Department of the Environment Part I of VII** **PRESENTATION**
Department Staff
   - David Assmann, Deputy Director of the Department, reviewed the goals and objectives of Administration Division's section of the Strategic Plan. Commissioner Rodriquez requested that a goal and strategies for diversifying the department based on gender and ethnicity be added to the plan.

6. **Public Comments.** **INFORMATION**
   - There were no public comments.
   - Commissioner Bingham requested that the Commission Secretary send out meeting reminders or give telephone reminders of meetings a day or two prior.

7. **Adjournment:** The meeting was adjourned at 6:37 p.m.

Respectfully Submitted by,

_____

Emily Rogers
Commission Secretary

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THE REV. SALLY G. BINGHAM
ALAN MOK
ARLENE RODRIGUEZ

WILLIE L. BROWN, JR., MAYOR
JARED BLUMENFELD, DIRECTOR

Agenda

NOTICE OF CANCELLATION OF Special MEETING

THE Wednesday, March 12, 2003 MEETING OF THE FINANCE AND OPERATIONS COMMITTEE OF THE COMMISSION ON THE ENVIRONMENT

3.30

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IS CANCELLED.

THE NEXT MEETING OF THE FINANCE AND OPERATIONS COMMITTEE IS SCHEDULED FOR

WEDNESDAY, APRIL 9, 2003
6:00 PM
AT THE DEPARTMENT OF THE ENVIRONMENT
11 GROVE STREET
GROUND FLOOR CONFERENCE ROOM

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com
Telephone (415) 355-3709 Fax 554-6393 E-mail: environment@sfgov.org

COMMISSION ON THE ENVIRONMENT
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Agenda
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, April 9, 4:00 p.m.
11 Grove Street
First Floor Conference Room

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1. **Call to Order and Roll Call.**
2. **Adoption of Minutes of February 12, 2003 Special Meeting.** (Explanatory document: Minutes of February 12, 2003 Finance & Operations Committee Special Meeting)* **ACTION**
3. **Strategic Plan for the Department of the Environment Part II - VII** Department Staff **PRESENTATION**
4. **Public Comment.** **INFORMATION**
5. **Adjournment**

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11 Grove Street, San Francisco, California 94102
www.ci.sf.ca.us/environment
Telephone (415) 355-3709 Fax 554-6393 E-mail: Environment@ci.sf.ca.us

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APPROVED MINUTES
Arlene Rodriguez, Chair
Finance & Operations Committee
Wednesday, April 9, 4:00 p.m.
11 Grove Street
First Floor Conference Room

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1. **Call to Order and Roll Call**
   - The meeting was called to order at 4:15 p.m. Commissioner Bingham chaired the meeting.
   - Commissioners Bingham and Mok were present. Commissioner Rodriquez was excused.

2. **Adoption of Minutes of February 12, 2003 Special Meeting.** **ACTION**
   - Upon motion by Commissioner Mok the minutes of the February 12, 2003 special meeting were unanimously adopted.

3. **Strategic Plan for the Department of the Environment Part II - VII** **PRESENTATION**
   Department Staff
   - Robert Haley, SF Environment Recycling / Waste Division Manager, presented the goals and objectives of the Recycling / Waste Division as outlined in the 2003-2006 SF Environment Strategic Plan.
     - Discussions ensued.
   - Sam Wright, SF Environment Environmental Justice Division Manager, presented the goals and objectives of the Environmental Justice Division as outlined in the 2003-2006 SF Environment Strategic Plan.
     - Discussions ensued.
   - Mark Westland, SF Environment Outreach Division Manager, presented the goals and objectives of the Outreach School / Education Division as outlined in the 2003-2006 SF Environment Strategic Plan.
     - Discussions ensued.
   - Marjaneh Zarrehparvar of the SF Environment Toxics Division presented the goals and objectives of the Toxics Division as

outlined in the 2003-2006 SF Environment Strategic Plan.
    - Discussions ensued.
- Janet Michaelson, SF Environment Urban Forest Council coordinator, presented the goals and objectives of the Urban Forest Council as outlined in the 2003-2006 SF Environment Strategic Plan.
    - Discussions ensued.

4. Public Comment. **INFORMATION**

- There were no comments from the public.

5. Adjournment: 5:40 p.m.

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